

Archived: September 6, 2016

Trades and Applied Technology Programs

Applied Business Technology - Online

Location Offered:

Online

Credential:

Certificate

Program Length:

15 Months

The Program

The part-time or full-time Applied Business Technology – Online program takes a minimum of 3 terms (15 months) to complete and offers the following specialities:

- Accounting Assistant Specialty
- Administrative Assistant Specialty
- Legal Administrative Assistant
- Medical Office Assistant

General Description

This program is available online for those who are unable to attend day classes or who prefer to study at home. The program is designed to help students acquire the knowledge and skills for entry-level office positions, upgrade existing technology skills, attain goals of entering the workplace, and earn a certificate. Program highlights include:

- Flexible, personalized scheduling
- Continuous intake September to June
- Full- or part-time studies
- Provincially recognized curriculum with online learner support
- A free, “try-it-out” prerequisite course to see if online learning is for you

Note 1: *To receive a Vancouver Island University certificate, students must successfully complete a minimum of 30% of courses offered through Vancouver Island University and maintain a minimum “C” grade average in both Levels I and II of the program.*

Note 2: *The ABT online courses are part of the BC Campus initiative, a system-wide project for the development of online courses and programs in British Columbia. It involves multiple post-secondary institutions in a collaborative effort to share curricula, support services and administrative services.*

Note 3: *It is recommended that students take 18 to 24 months to complete the online program.*

Note 4: *To enter online programs, students must have a working knowledge of current Windows software, the Internet, and e-mail.*

Note 5: *Students must have computer and Internet access, as well as the appropriate*

computer systems requirements and the correct software versions required in each course. Contact abtonline@viu.ca or BC Campus for details.

ABT Online Programs support Windows 7 or higher and Microsoft Office 2013. Please see course specific outlines for hardware and software requirements.

If you want to downgrade from Windows 8 to Windows 7, here you will find information on how to downgrade at this site.

<http://www.pcworld.com/article/2015107/downgrading-from-windows-8-to-7-what-you-need-to-know.html?page=2>

For further information about the ABT Online program please contact the Advising Centre.

Program Outline

Accounting Assistant Specialty

Note: Keyboarding speed of 35 nwpm is required for entry into Level II and an exit keyboarding speed of 45 nwpm is required for graduation.

Level I Courses	Credits
ABTO 100T - (Online Learner Success)	0.0
ABTO 101T - (Keyboarding I)	1.5
ABTO 102T - (Keyboarding II)	1.0
ABTO 104T - (Records Management)	1.0
ABTO 106T - (Administrative Procedures)	1.5
ABTO 108T - (Business Math and Calculators)	1.5
ABTO 110T - (Business English)	3.0
ABTO 112T - (Human Relations)	1.0
ABTO 114T - (Word Processing I)	1.5
ABTO 118T - (Computers and Internet)	1.5
ABTO 122T - (Spreadsheets I)	1.5
Total Credits	15

Level II Courses	Credits
ABTO 124T - (Spreadsheets II)	1.5
ABTO 126T - (Job Search)	1.0
ABTO 132T - (Accounting I)	2.0
ABTO 134T - (Accounting II)	3.0
ABTO 138T - (Computer Accounting)	2.5
ABTO 140T - (Presentation Software)	1.0
ABTO 144T - (Database)	1.5
ABTO 146T - (Outlook)	1.0
ABTO 160T - (Integrated Projects - Accounting)	1.5
Total Credits	15

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