

Archived: September 10, 2019

## **Trades and Applied Technology Programs**

# **Applied Business Technology**

**Location Offered:**

Cowichan, Nanaimo

**Credential:**

Certificate

**Program Length:**

10 Months

## **The Program**

This program provides thorough, in-depth training in the skills required by today's office workers in order to be competitive in the job market. Current computer software applications are stressed, as well as the traditional skills and knowledge of business English, business calculations, office procedures, customer relations, and strong keyboarding skills.

The program offers three specialties Accounting Assistant, Administrative Assistant, and Legal Administrative Assistant. Students can expect to spend one or two hours per day on homework. A two-week work placement practicum is available at the end of the program for eligible students. To receive the certificate, students must pass all courses and maintain a minimum "C" grade average in the program. Good attendance is mandatory.

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

## **Program Outline**

The program offers three specialties Accounting Assistant, Administrative Assistant, and Legal Administrative Assistant.

## **Accounting Assistant**

This specialty is invaluable for a person who aims to work in a business where both bookkeeping and a variety of related skills are required. Students gain valuable skills in bookkeeping theory and popular business software applications.

Graduates have found employment in government offices, municipal offices, accounting firms, accounting departments of both large and small businesses, insurance and real estate firms, and office support positions in a wide variety of businesses.

To continue into the second semester, a student must pass all fall semester courses and have a minimum "C" in: Business Math and Calculators, Business English, and Office Computer Applications I. To continue on in second semester into Accounting II and Computerized Accounting, a student must pass Accounting I.

<b>Semester I</b>	<b>Credits</b>
ABTP 120T - (Business Math and Calculators)	1.5
ABTP 121T - (Accounting I)	1.5
ABTP 130T - (Business English)	3
ABTP 136T - (Human Relations and Office Procedures)	3
ABTP 146T - (Office Computer Applications I)	3
<b>Total Credits</b>	<b>12</b>

<b>Semester II</b>	<b>Credits</b>
ABTP 122T - (Accounting II)	3
ABTP 123T - (Computerized Accounting)	3
ABTP 147T - (Office Computer Applications II)	3
ABTP 148T - (Office Computer Applications III)	3
<b>Total Credits</b>	<b>12</b>

<b>Semester III</b>	<b>Credits</b>
ABTP 135T - (Employment Strategies)	1.5
ABTP 156T - (Electronic Information Management )	1
ABTP 185T - (Office Practicum) <i>or</i> , ABTP 181T - (Level II Project)	1.5
ABTP 186T - (Office Simulation I)	2
<b>Total Credits</b>	<b>6</b>
<b>Year 1 Credits</b>	<b>30</b>

## Administrative Assistant

This specialty is designed to provide students with technical, administrative, and human relations skills required in today's office environments. Students gain in-depth training in administrative and interpersonal skills, as well as in the use of microcomputers and popular software applications, including the Microsoft Professional Office Suite and the Windows environment. Students learn to use the microcomputer to solve problems, manage information, and enhance document production.

Graduates of this program will acquire a broad range of marketable skills, which makes them ideally suited for many office positions. Graduates are employed in a wide variety of private and public sector firms, including federal, provincial, and municipal government offices; major corporations; desktop publishing firms, and many other mid-sized and small companies.

To continue into the second semester, a student must pass all fall semester courses and have a minimum "C" in: Business Math and Calculators, Business English, Office Computer Applications I, and a minimum "C-" in Human Relations and Office Procedures.

<b>Semester I</b>	<b>Credits</b>
ABTP 115T - (Administrative Procedures)	1.5
ABTP 120T - (Business Math and Calculators)	1.5
ABTP 130T - (Business English)	3
ABTP 136T - (Human Relations and Office Procedures)	3
ABTP 146T - (Office Computer Applications I)	3
<b>Total Credits</b>	<b>12</b>

<b>Semester II</b>	<b>Credits</b>
ABTP 138T - (Business Communications)	3
ABTP 147T - (Office Computer Applications II)	3
ABTP 148T - (Office Computer Applications III)	3
ABTP 149T - (Office Computer Applications IV)	3
<b>Total Credits</b>	<b>12</b>

<b>Semester III</b>	<b>Credits</b>
ABTP 135T - (Employment Strategies)	1.5
ABTP 156T - (Electronic Information Management )	1
ABTP 185T - (Office Practicum) <i>or</i> , ABTP 181T - (Level II Project)	1.5
ABTP 187T - (Office Simulation II)	2
<b>Total Credits</b>	<b>6</b>
<b>Year 1 Credits</b>	<b>30</b>

## Legal Administrative Assistant

This specialty is designed to provide students with the fundamental skills and knowledge required to join a firm's legal support staff at the junior level.

Graduates of this program have gained employment in private law firms; Crown prosecutor's offices; federal, provincial, and municipal government offices; real estate companies; offices of notaries public; insurance offices, and major corporations.

To continue into the second semester, a student must pass all fall semester courses and have a minimum "C" in Business English and a minimum "C-" in all other fall semester courses.

<b>Semester I</b>	<b>Credits</b>
ABTP 120T - (Business Math and Calculators)	1.5
ABTP 130T - (Business English)	3
ABTP 136T - (Human Relations and Office Procedures)	3
ABTP 146T - (Office Computer Applications I)	3
ABTP 160T - (Legal Office Procedures)	1.5
<b>Total Credits</b>	<b>12</b>

<b>Semester II</b>	<b>Credits</b>
ABTP 161T - (Civil Litigation)	3
ABTP 162T - (Family & Divorce)	3
ABTP 163T - (Will & Estates)	1.5
ABTP 164T - (Conveyancing)	3
ABTP 165T - (Corporate Law)	1.5
<b>Total Credits</b>	<b>12</b>

<b>Semester III</b>	<b>Credits</b>
ABTP 135T - (Employment Strategies)	1.5
ABTP 156T - (Electronic Information Management )	1
ABTP 167T - (Legal Office Practicum) <i>or</i> , ABTP 181T - (Level II Project)	1.5
ABTP 188T - (Integrated Project - Legal)	2
<b>Total Credits</b>	<b>6</b>
<b>Year 1 Credits</b>	<b>30</b>

*All program courses must be successfully completed before certificates will be issued.*

## **Admission Requirements**

- General admission requirements apply.
- Minimum "C" in English 12, and minimum "C" in either Mathematics 10 or Apprenticeship and Workplace Mathematics 10, or equivalent.

**Note:** *Students who do not meet the minimum "C" grade in English 12 and minimum "C" grade in either Mathematics 10 or Apprenticeship and Workplace Mathematics 10 prerequisites for this program can write an assessment test.*

### **Notes on Admission**

- Certified touch-typing speed of minimum 25 net words per minute based on a 5-minute timing with 5 or fewer errors is recommended.\*
- Applicants without English 12 and Mathematics 10 will be considered for admission if they successfully complete reading comprehension, sentence skills, and arithmetic assessment. Call toll-free at 1-888-920-2221, Ext. 6276 to book an assessment or use our online booking system at VIU Assessments.
- Students with previous work experience, or with current training, may be eligible for Prior Learning Assessment (PLA). Contact the Advising Centre toll-free at 1-888-920-2221, Ext. 6410 for information on PLA.
- This is a demanding program, and applicants with the minimum admission requirements may experience difficulties in completing the program.
- A strong foundation with computer file management, including saving, moving, deleting, copying and renaming both files, folders, and subfolders in Windows Explorer is strongly recommended.
- Experience using/operating/navigating a PC computer/Windows environment (not MAC) is recommended.

*\* Please call toll-free at 1-888-920-2221, Ext. 6276 to book a keyboarding assessment. Students who have successfully completed ABTO 101T recently or who submit a recent college-verified keyboarding timing of 25 nwpm, as above, will have met the keyboarding requirement.*

## **Start Date and Application Deadline**

Applications are accepted on an ongoing basis.

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