

Archived: August 11, 2020

## 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](mailto: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, see *Downgrading from Windows 8 to 7: What you need to know*.

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
<b>Total Credits</b>	<b>15</b>

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
<b>Total Credits</b>	<b>15</b>

### Legal Administrative Assistant Specialty

#### Program Outline

**Note:** A Keyboarding speed of 45 nwpm is required for entry into Level II and an exit keyboarding speed of 50 nwpm is required for graduation.

<b>Level I Courses</b>	<b>Credits</b>
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 108T - (Business Math and Calculators)	1.5
ABTO 110T - (Business English)	3.0
ABTO 114T - (Word Processing I)	1.5
ABTO 116T - (Word Processing II)	1.5
ABTO 118T - (Computers & Internet)	1.5
ABTO 170T - (Intro to Canadian Legal System)	1.0
ABTO 171T - (Legal Office Procedures)	1.5
<b>Total Credits</b>	<b>15</b>

<b>Level II Courses</b>	<b>Credits</b>
ABTO 126T - (Job Search)	1.0
ABTO 172T - (Litigation Procedures I)	2.0
ABTO 173T - (Litigation Procedures II)	2.0
ABTO 174T - (Family Litigation Procedures)	2.0
ABTO 175T - (Wills & Estates)	2.0
ABTO 176T - (Conveyancing Procedures I)	2.0
ABTO 177T - (Conveyancing Procedures II)	2.0
ABTO 178T - (Corporate Procedures I)	2.0
ABTO 179T - (Corporate Procedures II) <i>optional</i>	1.0
ABTO 180T - (Personal Injury) <i>optional</i>	2.0
<b>Total Credits</b>	<b>15-18</b>

## Administrative Assistant Specialty

### Program Outline

**Note:** A Keyboarding speed of 40 nwpm is required for entry into Level II and an exit keyboarding speed of 50 nwpm is required for graduation.

<b>Level I Courses</b>	<b>Credits</b>
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
<b>Total Credits</b>	<b>15</b>

Level II Courses	Credits
ABTO 116T - (Word Processing II)	1.5
ABTO 124T - (Spreadsheets II)	1.5
ABTO 126T - (Job Search)	1.0
ABTO 128T - (Business Communications)	2.0
ABTO 132T - (Accounting I)	2.0
ABTO 140T - (Presentation Software)	1.0
ABTO 144T - (Database)	1.5
ABTO 146T - (Outlook)	1.0
ABTO 148T - (Desktop Publishing)	1.5
ABTO 162T - (Integrated Projects - Administrative)	1.5
ABTO 168T - (Web Site Design and Maintenance)	1.5
<b>Total Credits</b>	<b>16</b>

## Medical Office Assistant

*Note: An exit keyboarding speed of 45 nwpm is required for graduation.*

### Program Outline

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 116T - (Word Processing II)	1.5
ABTO 118T - (Computers and Internet)	1.5
<b>Total Credits</b>	<b>15</b>

Level II Courses	Credits
ABTO 126T - (Job Search)	1.0
ABTO 146T - (Outlook)	1.0
ABTO 190T - (Medical Administrative Procedures)	2.0
ABTO 191T - (Medical Terminology I)	1.0
ABTO 192T - (Medical Terminology II and Related Anatomy & Physiology)	3.0
ABTO 193T - (Medical Terminology III: Pharmacology and Specialties)	1.0
ABTO 194T - (Medical Transcription)	2.0
ABTO 195T - (Clinical Procedures and Practice)	2.0
ABTO 197T - (Medical Billing - Manual)	1.0
ABTO 198T - (Medical Billing - Computerized)	1.0
<b>Total Credits</b>	<b>15</b>

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

## Admission Requirements

- Grade 12 or equivalent, or mature student status.
- Minimum "C" in English 12, or equivalent.

- Minimum “C” in either Mathematics 10 or Apprenticeship and Workplace Mathematics 10, or equivalent.

### ***Notes on Admission***

- 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.
- It is recommended that students have some computer knowledge, including the ability to access the Internet, load software programs, send email attachments, etc.
- Students who can achieve a touch keyboarding speed of 25 net words per minute on a five-minute timing with five or fewer errors may be exempted from taking ABTO 101T. Phone toll-free at 1-888-920-2221, Ext. 6276 to book a keyboarding assessment.
- Students with previous experience may be exempt from some components of the program after Prior Learning Assessment. For information on PLA, please contact the Advising Centre toll-free at 1-888-920-2221, Ext. 6410, or the ABT program toll-free at 1-888-920-2221, Ext. 6276.
- This is a demanding program, and applicants with the minimum admission requirements may experience difficulties in completing the program.
- Each online course is instructor-led. Students are expected to meet deadlines for course assignments and to actively participate in their courses with their instructor and fellow students.

## **Career Opportunities**

This program prepares graduates for work in private industries, government offices, accounting departments of both large and small businesses, and office support positions in a wide variety of firms.

## **Start Date and Application Deadline**

Applications are accepted on an ongoing basis.

Archived: August 11, 2020