

College of New Caledonia

MACKENZIE CAMPUS

Phone: 250-997-7200



Applied Business Technology Office Assistant Certificate



Students must complete Online Learner Success (ABTC 050) before enrolling in the following certificate program.

Are you interested in learning or improving basic business skills? Or, are you interested in building confidence to enter business programs? Do you want to study on a schedule that works with your routine, your employment, and your lifestyle? Then, the Office Assistant Certificate may be for you. Office Assistant courses are learner-centred and employment-focused. The learning environment promotes excellence, encourages life-long learning, and fosters self-worth. Also, this is an excellent opportunity for on-site employee training. Call the Mackenzie Campus to register.

Entrance requirements:

- Grade 12, or
- ABE Provincial Standing, or
- Mature Student Status, and
- Course Prerequisites listed where required.

Technology Requirements:

- Regular access to a personal computer (486 or newer) and the Internet
- Windows '95 or newer
- Microsoft Office 2003
- Internet Explorer version 5.0 or newer or Netscape Navigator version 4.0 or newer.

If you require access to the above technology, please call us. The Mackenzie Campus provides computer access through the Distance Learning Support Centre for this program. If you live outside Mackenzie, please contact your local campus for computer access.

Office Assistant Courses



ABTC 050 Online Learner Success

15 Hours

The Online Learner Success course (OLS) is a prerequisite course designed to provide the online learners with a working knowledge of the program called Desire to Learn (D2L). Assignments or activities in the course have been designed to demonstrate the use of various tools in the Desire to Learn (D2L) program.

ABTC 060 Computers and the Internet

50 hours 2 Credits

This course is designed to provide a basic introduction to the Internet, computers, and an operating system. The learner will gain knowledge of essential terms and concepts, file and disk management for Windows, as well as how to browse and search the Internet. Prerequisite: ABTC 050.

ABTC 065 Keyboarding Speed I

45 hours 2 Credits

This course is designed to give the learner the ability to keyboard accurately and proficiently, proofread quickly and accurately, and key at a minimum speed of 25 net words per minute. Prerequisite: ABTC 050.

ABTC 066 Keyboarding II

35 hours 1 Credit

This course is designed to provide you with the opportunity to key accurately and proficiently. The course builds on your present keyboarding skills to assist you in reaching a minimum of 45 net words per minute on a five-minute timing. Prerequisites: ABTC 050 and ABTC 065.

ABTC 067 Introduction to Databases

50 hours 2 Credits

This course introduces you to data management. This course will focus on planning, designing, and creating a database to meet the information management needs of today's workplace. You will learn terminology, database concepts, and features of relational databases. You will use various commands and features to create tables, queries, forms, and reports. You will enter data, work with calculations, extract information, and generate and print reports. Each unit begins with an introduction and a set of learning objectives. The assigned readings, hands-on computer activities, and follow-up reinforcement exercises are your principal learning activities. Additional materials and resources are available online. Prerequisites: ABTC 050 and ABTC 060.

ABTC 068 Spreadsheets

50 hours 2 Credits

This course provides you with a working knowledge of electronic spreadsheets. You will learn how to design, create, modify, and present professional-looking spreadsheets for use in today's workplace. Exercises include using formulas and built-in functions to solve mathematical problems. You will also learn how to illustrate and present spreadsheet data in graphic form. Each unit begins with an introduction and a set of learning objectives. The assigned readings, hands-on computer activities, and follow-up reinforcement exercises are your principal learning activities. Additional materials and resources are available online. Prerequisites: ABTC 050, ABTC 060, and ABTC 080.

ABTC 069 Introduction to Presentation Software

30 Hours 1 Credit

Using presentation software, you will apply appropriate design concepts to present data and information in a colourful and well-organised format. You will learn how to use design templates, apply various attributes, and include a variety of objects to create, modify, save, and deliver presentations. Prerequisites: ABTC 050 and ABTC 060.

ABTC 070 Word Processing Level I

50 Hours 2 Credits

This course is designed to enable learners to use the basic functions of a word processing program as well as learn how to properly format documents such as letters and memoranda. Although the learner will be required to use a current

word processor to complete this course, many of the skills that will be obtained are generic and can be transferred to most word processing packages.
Prerequisites: ABTC 050 and ABTC 065.

ABTC 071 Word Processing II

50 Hours 2 Credits

This course is a continuation of ABTC 070. The course will cover additional instruction and practice with letter styles, tables, charts, and reports plus many advanced features of word processing software such as merge, macros, outlines, graphics, and styles. Prerequisites: ABTC 050 and ABTC 070.

ABTC 072 Advanced Electronic Spreadsheets

50 Hours 2 Credits

This course provides you with an advanced knowledge of electronic spreadsheets. You will learn to use spreadsheets for advanced applications in today's workplace. Exercises include using advanced functions and formulas, performing calculations, filtering and formatting data, creating integrated documents, and developing custom spreadsheet applications. This course is a continuation of the material in ABTC 068. Prerequisites: ABTC 050, ABTC 068, ABTC 080.

ABTC 075 Human Relations

30 Hours 1 Credit

This course concentrates on personal and professional development skills needed by workers in today's workplace. These skills include self-examination and assessment, development of effective communication skills, interpersonal skills, client relations, teamwork, problem solving, and an understanding of business ethics. Prerequisite: ABTC 050.

ABTC 080 Business Math & Calculator Skills

45 Hours 1.5 Credit

Good math skills are a valuable tool in today's business environment. Math skills are required for applications such as accounting, electronic spreadsheets, database management, and office procedures. The course examines current trends in office technology and teaches the touch method, explains common calculator features, and emphasises business problem solving. Since communication skills are important in the business world, communication problems have been added to this course. Communication problems ask the

learner to read, write, show, or draw explanations about new concepts.
Prerequisite: ABTC 050.

ABTC 081 Accounting I

60 Hours 2 Credits

This course provides you with an introduction to manual accounting. Emphasis will be placed on fundamental accounting principles and their application in day-to-day business situations. This course is based on a service business organised as a sole proprietorship. ABTC 081 covers basic bookkeeping and accounting skills, including double-entry general journal entries, posting to the general ledger, preparing a trial balance, recording adjustments in a 10-column worksheet, producing period-end financial statements, closing temporary accounts, maintaining petty cash, and preparing bank reconciliations. This course provides a solid foundation for learners wishing to further their accounting skills through computer accounting Programs, payroll, or advanced accounting courses. Prerequisites: ABTC 050 and ATBC 080.

ABTC 082 Accounting II

90 Hours 3 Credits

ABTC 082 is an intermediate approach to manual accounting. This course is designed to provide additional knowledge in common accounting systems including sales, purchases, taxes, inventory, and payroll. The concepts will be presented in the context of a merchandising business. You will study payroll concepts and principles, tax responsibilities, and annual reporting. Also, you will be introduced to specialised journals, combined journals, year-end procedures and worksheets, GST/PST, bad debts, and merchandise inventory. Financial statements will be prepared in detail including a classified balance sheet, and an income statement with a cost of goods sold section. Prerequisites: ABTC 050 and ABTC 081.

ABTC 083 Computerized Accounting

75 Hours 2.5 Credits

This course introduces you to integrated computerized accounting. Upon completion, the learner will be able to establish company records; maintain daily transactions using the general ledger, accounts payable, accounts receivable, inventory, account reconciliation, and payroll feature; and create financial statements. Prerequisites: ABTC 050 and ABTC 081.

ABTC 085 Business English

90 Hours 3 Credits

This course focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation, and style, as well as business spelling and vocabulary development. The course materials are presented in small, manageable learning segments. Why study business English? Employers continually report that job applicants with appropriate language skills are hard to find. This course is intended to help refine everyday language and make it effective for business purposes. Prerequisite: ABTC 050.

ABTC 086 Business Communications

60 Hours 2 Credits

This course teaches you how to plan, organise, and write correct, effective, and reader-friendly business documents appropriate for use in today's global business environment. You will learn how to write business letters, memos, reports, electronic messages. Each unit begins with a set of learning objectives. The assigned readings together with the reinforcement exercises are your principal learning activities. Additional materials and resources are available online. Prerequisites: ABTC 050 and ABTC 085.

ABTC 090 Administrative Procedures

40 Hours 1 Credit

The dynamic office of today requires that office workers demonstrate the ability to communicate effectively, think critically, apply problem-solving skills, and work effectively with other members of the office team. The rapid pace of change in the office of today demands that office workers have the ability to develop new skills and understand new processes as jobs evolve. In this course you will master essential organizational skills and develop efficient office practices in preparation for entry into the contemporary office. Prerequisites: ABTC 050 and ABTC 070.

ABTC 091 Records Management

35 Hours 1 Credit

The amount of information created and used in offices has increased significantly in recent years. Records, which contain all of the daily information necessary to the operation of any business, need to be managed effectively and efficiently. In today's office maintaining the integrity of the records system means that all office workers need to be aware of the importance of correct creation, storage, use, retrieval, protection, control, and disposition of records. Technology continues to

change the role played by today's office worker. This course will provide the learner with the knowledge, skills, and abilities to face these challenges and new responsibilities in dealing with both manual and electronic files. Prerequisites: ABTC 050 and ABTC 070.

ABTC 095 Job Search Techniques

30 Hours 1 Credit

This course will assist you in developing successful job search strategies for today's competitive and changing job market. Topics include self-assessment, employability skill testing, job search strategies and research, using the Internet for job search and career planning, networking, resumes, employment-related communications, application forms, portfolios, and interviews. Prerequisites: ABTC 050 and ABTC 070.