

TRU School of **Business and Economics: Management**  
Dual Credit On-Campus Program Option for Secondary School students in **Grade 11** (as of Sept. 2011)

Contact Person: Amy Tucker (office phone: 250-852-6855; email: atucker@tru.ca)

Note: Post-secondary training begins September 4, 2012 at the TRU Kamloops campus

Program	Description	Schedule/Seats
<p><b>Applied Business Technology (Administrative Assistant) Certificate</b></p>	<p>The Administrative Assistant Certificate is an eight-month, office administration program designed to prepare students for employment in a wide range of positions in business.</p> <p>Successful graduates will possess excellent communication skills, be team players, and have a positive attitude. They will be flexible and be able to work on their own initiative. Administrative assistants are creative and have the ability to solve problems and exercise good judgment. They will be proficient in a variety of software applications and possess a good knowledge of the business environment. As key employees in an organization, administrative assistants need to keep current and be ready to take on new responsibilities.</p> <p>For students who require more flexibility, most of the courses in this program are also offered through the Applied Business Technology Online Program.</p> <p style="text-align: center;"><b>How to Apply for this Program:</b></p> <p>TRU invites grade 11 students to submit a TRU-Start Application to their school counsellor (Trades and Transitions Coordinator for SD#73) by November 25, 2011. Students will include with their application, their grade 10 transcript and the TRU application processing fee (currently \$25.50). <b><u>5 seats will be available for these applicants.</u></b></p> <p>TRU-Start applicants will complete a 5-minute keyboarding test at a minimum of 25 net words per minute, obtain a successful placement on the Accuplacer exam, and submit these results to TRU Admissions prior to the end of March 2012. Then the remaining requirements (shown below) must be completed.</p> <p>The TRU Admissions Department will mail an Administrative Assistant program package to these applicants. The program package will explain the remaining program entrance requirements, such as:</p> <ul style="list-style-type: none"> <li>• attend a TRU orientation session (organized by TRU ABT faculty)</li> <li>• submit a transcript showing completion of your Grade 11 and 12 core courses</li> </ul> <p><b>Note: program seats are assigned when all of the application requirements are completed.</b></p> <p style="text-align: center;">(Program description continued on next page)</p>	<p>Sept. 4, 2012 – May 10, 2013</p> <p style="text-align: center;"><b>5 seats</b></p> <p>Monday – Friday</p> <p>Class days: 8:30 am – dependent upon class schedule (usually 3:00 or 3:30 fall semester and 4:00 winter semester)</p> <p>Practicum: (students are responsible for their own transportation)</p>

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Program	Description (continued)
	<p style="text-align: center;"><b>Career Opportunities</b></p> <p>Students who complete this program will find employment in both large and small firms as administrative assistants, office assistants, or office support workers, as well as a wide range of technological support roles.</p> <p>Administrative Assistant Certificate graduates have the option of returning to TRU for a second year to obtain the Executive Assistant Diploma. Graduates of this diploma program should be able to advance into more senior positions as office managers or executive assistants to senior managers.</p> <p>For further career advancement and challenge, the Executive Diploma graduates can return to TRU for a third and fourth year to obtain the TRU Bachelor of Business Administration (BBA) Degree!</p> <p style="text-align: center;"><b>Wages and Advancement</b></p> <p>Wages vary depending on the company, but starting salaries for Administrative Assistant Certificate graduates range from about \$12 to \$15 per hour. Those able to advance to more senior positions as office managers or executive assistants can expect to earn considerably more. The Executive Assistant Diploma and BBA Degree should assist with this transition.</p> <p style="text-align: center;"><b>Costs:</b></p> <ul style="list-style-type: none"> <li>• <b>TRU Tuition:</b> Presently, the approximate cost is \$2,700 <b>which SD#73 will pay for SD#73 students!</b></li> <li>• <b>Student Costs: Are the responsibility of the student/parent, and cost approximately:</b> <ul style="list-style-type: none"> <li>- \$25.50 TRU application processing fee</li> <li>- \$35 TRU Accuplacer exam fee</li> <li>- \$1,050 TRU ancillary fees and U-Pass (bus pass)</li> <li>- \$15 Keyboarding test</li> <li>- \$1,200 Books and Materials</li> </ul> </li> </ul> <p style="text-align: center;">The Administrative Assistant Certificate is broken into the following 20 courses:</p>

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Course (Fall Semester)	Description
ABTS 1100 Word Processing 1 (45 hours)	This course is designed to teach the basic functions of a word processing program as well as teach the proper format of documents such as letters and memoranda. Although this course uses Microsoft Word, many of the skills obtained are generic and can be transferred to most word processing packages.
ABTS 1140 Keyboarding 2 (35 hours)	This course is designed to develop speed and accuracy on the computer through drills and regular speed tests.
ABTS 1200 Introduction to Computers (30 hours)	This course introduces students to computers, the internet, and the windows operating system. Students will learn essential terms and concepts, file and disk management with windows, and the operational features of an internet browser.
ABTS 1210 Spreadsheets 1 (25 hours)	An introductory course to familiarize the student with the concepts, operation, and applications of an electronic spreadsheet. The student will have the opportunity to do hands-on training and then apply his/her knowledge to business applications.
ABTS 1230 Databases (31 hours)	This is an introductory course designed to familiarize students with the concepts and applications of an electronic database.
ABTS 1300 Business Communications 1 (67 hours)	This course provides the learner with a comprehensive, up-to-date, and relevant review in the use of correct English grammar, punctuation, spelling and writing skills. Each segment is reinforced by exercises, assignments, and tests which provide practice in applying these principles. Good communication skills are essential to a successful career in a business environment.
ABTS 1400 Financial Accounting (67 hours)	This course provides an introduction to the fundamentals of financial accounting. Topics include: the accounting cycle, adjusting entries, accounting for a merchandising business, sales taxes, subsidiary ledgers, cash, bank reconciliation, accounts receivable, notes receivable, inventory, capital assets, current liabilities, long-term liabilities, corporate accounting, cash flow statement, and financial statement analysis. ABTS 140 is identical to ACCT 100, but with the addition of a number of practical simulations.
ABTS 1500 Human Relations (31 hours)	Students will learn to develop the skills and techniques necessary to promote good business and human relations required in today's modern office environment.

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Course ( <b>Winter</b> Semester)	Description
ABTS 1110 Word Processing 2 (45 hours)	This course is a continuation of Word Processing 1. 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.
ABTS 1120 Desktop Publishing (50 hours)	This is an advanced course in word processing. Students are encouraged to produce documents suitable for inclusion in their own portfolio.
ABTS 1140 Keyboarding 2 (35 hours)	This course is designed to develop speed and accuracy on the computer through drills and regular speed tests.
ABTS 1220 Spreadsheets 2 (30 hours)	This course is a continuation of ABTS 121 – Spreadsheets 1 which introduced electronic spreadsheets. Intermediate topics are introduced and students will apply their knowledge to more challenging business applications.
ABTS 1240 Presentation Software (20 hours)	Using PowerPoint Presentation Software, students will apply appropriate design concepts to present data and information in a colourful and well-organized format. Students will learn how to use design templates, apply various attributes and include a variety of objects to create, modify, save and deliver presentations.
ABTS 1250 Office Integration Project (10 hours)	This is a Capstone Project where students create a multi-media project using the Integration feature of Microsoft Office.
ABTS 1260 Website Design and Maintenance (30 hours)	This course provides the learner with the skills required to complete routine website maintenance and updates. Using a hands-on, practical approach, learners will learn how to manipulate hypertext mark-up language (HTML), tags, tables, images, graphics, hyperlinks, special formatting and forms using text and web authoring programs.

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Course ( <b>Winter</b> Semester)	Description
ABTS 1310 Business Communications 2 (50 hours)	Students will compose and write business communications incorporating effective letter and report writing techniques, correct grammar, punctuation, and spelling. Oral communication is also an integral part of the course.
ABTS 1410 Computerized Accounting - Simply Accounting (69 hours)	This course offers a hands-on introduction to maintaining accounting records using Simply Accounting which is a completely integrated accounting software package particularly suitable for the small business. Students will set up the accounting records and complete a variety of transactions (general ledger, receivables, payables, payroll, and perpetual inventory) in several simulations. Statements will be electronically transferred to a spreadsheet for further processing.
ABTS 1510 Job Search (21 hours)	Students will participate in instructional sessions and activities involving preparation of resume and employment letters, job search strategies and interview techniques.
ABTS 1520 Practicum (2 weeks)	During the practicum, the student will have the opportunity to apply their skills and knowledge to meet the expectations of the employer in a real work situation. The students will be observing and learning daily office routines and assisting the host employer by performing tasks as required. The practicum component is optional.
ABTS 1530 Administrative Procedures (40 hours)	This course is designed to assist students in developing interpersonal skills and demonstrating competency in the following business skills: telephone techniques, receptionist procedures, filing techniques, office systems management, and oral communications. Students develop essential organizational skills and are able to apply their skills in an office setting.