

NEW!

TRU Lillooet and Lytton Regional Campus

LILLOOET TRAINING AND EDUCATION CENTRE



Applied Business Technology

Start taking Applied Business Technology (ABT) courses today! Many ABT courses are now offered through the Lillooet Training and Education Centre. These courses are eligible for credits toward ABT certificate or diploma programs.

Your completion of ABT courses and programs prepares you to work in an office environment within a business, non-profit or government organization. You will develop strong communication, interpersonal and computing skills in small classes, and learn how to work effectively as part of a team.

Learning Choices

Choose between two ABT programs:

- Business Fundamentals Certificate (on-campus or online)
- Administrative Assistant Certificate (on-campus)

Choose part or full-time study

Choose between delivery methods:

- On-campus (at Lillooet, Williams Lake or Kamloops)
- Lillooet video conferencing
- Distance/online



Business Fundamentals Certificate (10 credits)

The Business Fundamentals Certificate prepares you for some entry-level office administration positions. Further study is recommended for more advanced opportunities and career growth.

To graduate from this program and receive a transferable credit, you need a grade of C or better over all of the courses required for program completion. (See the vocational grading scale on the TRU website.)

Learning Objectives

Upon completion of the Business Fundamentals Certificate program, you will be able to:

1. Transcribe data at a keyboarding speed of 50 net words per minute (nwpm) or more.
2. Write and/or edit grammatical accurate, well-styled business documents.
3. Prepare professional business documents, including memorandums, letters and reports.
4. Use spreadsheet software to organize, analyze and present operational data.
5. Use data base management software to organize, analyze and present operational data.
6. Use electronic mail and scheduling software to implement effective time management strategies.
7. Maintain the financial records of a small business.
8. Interact successfully with clients, co-workers and superiors.

Business Fundamentals Courses and Schedule 2018/2019						
Sept. 24-Oct. 5	Mon.–Fri.	5–8 p.m.	Intro to Computers (ABTS 1200) (30)	YMCR 5030	\$475 +	Lillooet
Oct.10-Nov.1	Mon.–Fri.	5–8 p.m.	Word Processing 1 (ABTS 1100) (45)	YMCR 5350	\$475+	Lillooet
Nov. 5 - 23	Mon.–Fri.	5–8 p.m.	Spreadsheets 1 (ABTS 1210) (27)	YMCR5140	\$475+	Lillooet
June 10 - July 4, 2019	Mon.–Fri.	5–7:30 p.m.	Keyboarding 1 (ABTS 1130) (45)	XPCS 0710	\$475+	Lillooet
Nov. 26 - Dec. 17	Mon.–Thu.	5–8 p.m.	Databases (ABTS 1230) (30)	YMCR 5160	\$475+	Lillooet
Jan. 8–Feb. 8	Mon.–Fri.	5–8 p.m.	Business English (ABTS 1300) (65)	XWRK 0922	\$475+	Lillooet
Feb. 11–27	Mon.–Fri.	5–8 p.m.	Human Relations (ABTS 1500) (36)	XYMS 0400	\$475+	Lillooet
Mar. 4–30	Mon. Thu. Sat.	5–8 p.m.	Accounting 1 (ABTS 1430) (45)	XBKP 0600	\$475+	Lillooet
Apr. 1–May 9	Mon. Thu. Sat. (3 x Sat.)	5–8 p.m. 9 a.m.–3 p.m.	Accounting 2 (ABTS 1440) (50)	XBKP 0610	\$475+	Lillooet
May 13–June 6	Mon.–Thu.	5–8 p.m.	Computerized Accounting (Sage 50) (ABTS 1410) (50)	YMCR 5150	\$475+	Lillooet
			Outlook	ABTS 1270	online/Williams Lake/ Kamloops	

Administrative Assistant Certificate (25 credits)

After you finish the Business Fundamentals Certificate, you can enter the Administrative Assistant Certificate program, which readies you for employment in a wider range of office administration positions.

To graduate from this program, you need a grade of C or better over all of the courses required for program completion. (See the vocational grading scale on the TRU website.) You can receive up to 15 block-transfer credits toward the Executive Assistant Diploma.

Learning Objectives

Upon completion of this program, you will be able to:

1. Transcribe data at a keyboarding speed of 50 words per minute (wpm) or more.
2. Write and/or edit grammatically accurate and well-styled business documents.
3. Prepare professional business documents, including memorandums, letters, reports, newsletters and advertising flyers, using Word and specialized desktop publishing applications.

4. Use spreadsheet software to organize, analyze and present operational data.
5. Use database management software to organize, analyze and present operational data.
6. Create business presentations, incorporating graphical, sound and video features.
7. Maintain the financial records of a small business, using computerized accounting software.
8. Design and update a simple website for an organization.
9. Interact successfully with clients, co-workers and superiors.
10. Apply administrative office procedures, using current business technology.
11. Demonstrate effective resumé writing, interview and other job search skills.

Administrative Assistant Courses and Schedule 2019

All Business Fundamentals Certificate courses and the following courses:

Sept. 3–25	Mon.– Fri.	5–8 p.m.	Business Communications (ABTS 1310) (50)	XWRK 0922	\$475+	Lillooet
Sept. 30–Oct. 21	Mon.– Fri.	5–8 p.m.	Word Processing 2 (ABTS 1110) (45)	XYMC 0610	\$475+	Lillooet
Oct. 28–Nov. 8	Mon.– Fri.	5–8 p.m.	Spreadsheets 2 (ABTS 1220) (30)	XYMC 0600	\$475+	Lillooet
Nov. 18–Nov. 29	Mon.– Fri.	5–8 p.m.	Website Design and Maintenance (ABTS 1260) (30)	XPCS 0620	\$475+	Lillooet

Important Information

Lillooet Admission Requirements

Open admission applies for business courses offered through Lillooet or online through Open Learning—everyone is eligible for general admission and course registration. A specific grade point average (GPA) or secondary school transcript is not needed.

Tuition and Fees

Lillooet business courses are typically \$475 per course, plus textbooks and other materials.

Please contact us if you would like more specific information.

Course Registration

Register online at the Regional Centres Course Registration page at tru.ca/regional

Contact Us

Please contact the Lillooet Training and Education Centre with your questions—tuition and fees, how to register, learning outcomes, how one credential can ladder into another and more:

250-256-4296 during office hours
(Mon–Fri, 8:30 a.m.–4:30 p.m.)

mhohner@tru.ca

www.tru.ca/regional

Course Descriptions

If prerequisites are not listed after the description, there are none for that course.

Business Fundamentals Certificate

Introduction to Computers • YMCR 5030/ABTS 1200

A solid understanding of a computer's operating system is essential to using a microcomputer effectively. Students are introduced to operating systems at a fundamental level required for using an IBM or compatible microcomputer. Students learn the concepts of the DOS/Windows operating system (OS) in preparation for further learning, and to manage a computer system.

Prerequisites: Basic typing skills; YMCR 5030 is a prerequisite for all other courses in this program

Word Processing 1 • YMCR 5350/ABTS 1100

Students are instructed in Microsoft Word for Windows. Students learn to create, edit and search documents, as well as use many additional extended features available in Word. Students should be prepared to devote additional non-class hours to exercises and project work.

Prerequisites: YMCR 5030 or computer file-management knowledge; knowledge of the standard keyboard

XPCS 0710/ABTS 1130 • Keyboarding 1

Students are provided with the necessary techniques to keyboard accurately at a minimum of 25 net words per minute (nwpm).



Spreadsheets 1 • YMCR 5140/ABTS 1210

Students create and format spreadsheets to analyze and share information and to make informed decisions. This course offers an introduction to basic spreadsheet concepts (basics, file management, ranges, sorting, columns and rows), using Excel. These concepts include Excel's built-in functions (moving and copying data; formatting a worksheet; printing worksheets; functions and formulas (AutoSum, Inserting functions, Aver, Min and Max functions)); referencing and absolutes (consolidating data with 3D references, now and today functions, absolute referencing); charts (creating a chart, selecting, moving, sizing and deleting chart items, preview and printing charts); and advanced built-in functions in Excel (financial function, using range names, split screens and freeze pane, working with clip art).

Prerequisites: YMCR 5030 or computer file-management knowledge

Databases • YMCR 5160/ABTS 1230

This course is designed for students wishing to gain a basic understanding of a relational database software program. Students learn the basic concepts of database structure and design by creating a working model. The course concentrates on the concepts of a database while using the Microsoft Access database for Windows. You should be prepared to devote additional hours of non-class time to exercises and project work.

Prerequisites: YMCR 5030 or computer file-management knowledge and basic bookkeeping skills

Accounting 1 • XBKP 0600/ABTS 1430

Students are introduced to manual accounting, with an emphasis on fundamental accounting principles and their application in day-to-day business situations. This course is based on a service business organized as a sole proprietorship. Students practice basic bookkeeping and accounting skills including double-entry general journal entries, posting to the general ledger, preparing a trial balance, recording adjustments in a ten-column worksheet, producing period-end financial statements, closing the temporary accounts, maintaining petty cash and preparing bank reconciliations.

Business English • XWRK 0080/ABTS 1300

Students focus on the correct English usage in a business environment and are provided a comprehensive review of grammar, punctuation and style, as well as business spelling and vocabulary development. The course materials are presented in small, easily manageable learning segments.

Human Relations • XYMS 0400/ABTS 1500

Students concentrate on developing the personal and professional development skills required 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.



Outlook • ABTS 1270

Students are introduced to Microsoft Outlook and receive hands-on training in the use of email for online communications, calendar for managing important dates and appointments and contacts for the creation and maintenance of an address database.

Administrative Assistant Certificate

Accounting 2 • XBKP 0610/ABTS 1440

Students are exposed to common accounting systems including sales, purchases, federal and provincial taxes, merchandise inventory, payroll and annual reporting of remittances. They also introduced to subsidiary ledgers, specialized journals, combined journals, year-end procedures and worksheets. Financial statements are prepared in detail, including a classified balance sheet and an income statement for a merchandising business.

Prerequisites: ABTS 1430

Computerized Accounting • YMCR 5150/ABTS 1410

This course is intended to teach the fundamental features and concepts of the Simply Accounting software program. Students are able to design, establish and manage an accounting system for a small business. This is a very intense, production-oriented course; students must be prepared to devote extra time outside the regularly scheduled lesson and laboratory work

to get the most out of the course and to complete all course requirements to acceptable standards. This course is not intended to teach accounting principles.

Prerequisites: YMCR 5030 or computer file management knowledge; basic bookkeeping skills

Business Communications • XWRK 0922/ABTS 1310

Students learn how to plan, organize, and correctly write effective reader-friendly business documents appropriate for use in today's global business environment. Students write business letters, memos, reports and electronic messages.

Prerequisites: ABTS 1100, 1300

Word Processing 2 • XYMC 0610/ABTS 1110

Students are provided additional instruction and practice with letter styles, tables, charts and reports. Advanced features of word processing software such as merge, macros, outlines, and graphics, and styles are also demonstrated and applied.

Prerequisites: ABTS 1100

Spreadsheets 2 • XYMC 0600/ABTS 1220

Students acquire a higher-level of proficiency by using Microsoft Excel to create electronic spreadsheets for advanced applications in today's workplace. Exercises include using advanced functions and formulas, performing calculations, filtering and formatting data, and developing a custom Excel application.

Prerequisites: ABTS 1210



Website Design and Maintenance • XPCS 0620/ABTS 1260

Students acquire the skills needed to complete routine website maintenance and updates. Using a hands-on, practical approach, learners manipulate hypertext markup language (HTML), tags, tables, images, graphics, hyperlinks, special formatting and forms using text and web authoring programs.

Prerequisites: ABTS 1100

Desktop Publishing • ABTS 1120

Students study desktop publishing functions, including the elements of page design and organizational tools, and the planning, drafting and production process. They learn to apply word processing and desktop publishing software, as well as integration elements, to produce publications such as letterheads, flyers, brochures, business forms and newsletters.

Prerequisites: ABTS 1100

Keyboarding 2 • ABTS 1140

Students further develop their keyboarding skills to reach a minimum speed of 50 net words per minute (nwpm).

Prerequisites: ABTS 1130 or minimum of 25 nwpm

Presentation Software • ABTS 1240

Students apply appropriate design concepts to present data and information in a colourful and well-organized format, using PowerPoint presentation software. They are instructed in using design templates, applying various attributes and including a variety of objects to create, modify, save and deliver presentations.

Prerequisites: ABTS 1200

Integrated Project • ABTS 1250

Students extend their word processing, spreadsheet, database, desktop publishing and presentation software knowledge in this capstone course by completing a variety of practical, integrated projects. Decision-making, prioritizing and other administrative skills are also developed.

Prerequisites: ABTS 1110, 1120, 1220, 1230, 1240, 1310, 1530

Job Search • ABTS 1510

Students are provided with techniques to develop 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, resumés, employment-related communications, application forms, portfolios and interviews.

Prerequisites: ABTS 1100, 1300

Practicum • ABTS 1520

Students are provided with the opportunity to apply their knowledge and skills to meet the expectations of an employer in a real-work situation during a two-week practicum. They observe and learn daily office routines and assist the host employer by performing tasks as required.

Prerequisites: Completion of all other courses required for the Administrative Assistant Certificate

Administrative Procedures • ABTS 1530

Students master essential organizational skills and develop efficient office practices in preparation for entry into the contemporary office. They acquire 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 demands that office workers have the ability to develop new skills and understand new processes as jobs evolve.

Prerequisites: ABTS 1100, 1300



PRACTICUM INFORMATION

Please arrange your practicum through the Williams Lake program coordinator.

Practicum Student Expectations

- Display a positive and professional attitude
- Conform to your employer's policies regarding work hours, dress, breaks and conduct
- Put newly learned skills to practical use in a positive learning atmosphere
- Seek continuous feedback from your practicum supervisor
- Receive no remuneration for work performed
- Notify your supervisor and/or program coordinator of any difficulties during the practicum
- Practicum Placement Supervisor Expectations
- Positive learning atmosphere for the practicum student
- Meaningful hands-on work experience that is relevant to the organization
- Supervision of the student
- Consistent and constructive feedback to the student
- Completed evaluation of the student near completion date of practicum
- Notification to the practicum coordinator if there are any difficulties during the practicum
- Program Coordinator Expectations
- Provide a practicum for all students who have successfully completed the curriculum to date
- Be available to the supervisor and student to answer questions, lend support and provide program information

- Visit the practicum placement site for consultation with the student and practicum placement supervisor, if necessary
- Discuss the completed evaluation results with the student and provide any necessary feedback

Grading Systems: Policy Number: ED 03-5

Please see the vocational and academic grading scales on the TRU website at www.tru.ca/__shared/assets/ED_3-5_Grading_Systems35364.pdf.

Funding Assistance may be available through the following agencies:

- WorkBC Lillooet: 250-256-7758
- WorkBC Ashcroft: 250-453-9421
- WorkBC Lytton: 250-455-2520
- ASETS Lillooet: 250-256-0293
- ASETS Ashcroft/Lytton: 250-453-0093



CONTINUING STUDIES REGISTRATION FORM



805 TRU Way
Kamloops, BC, Canada
V2C 0C8
tru.ca

Please select one location

Lillooet Ashcroft Lytton Cache Creek

I HAVE A TRU STUDENT NUMBER YES NO

ENTER TRU STUDENT NUMBER

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PERSONAL DATA (PRINT CLEARLY)

FULL NAME (SURNAME, FIRST, MIDDLE)	DATE OF BIRTH (DD/MM/YY)
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PRIMARY TELEPHONE NUMBER	EMAIL ADDRESS
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AREA CODE

MAILING ADDRESS (INCLUDE BUZZER CODE IF APPLICABLE)

CITY / TOWN / VILLAGE	PROVINCE	POSTAL CODE
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GENDER <input type="checkbox"/> M <input type="checkbox"/> F	COUNTRY OF CITIZENSHIP	VISA STATUS (NON-CANADIAN) IF RESIDING IN CANADA				
		<input type="checkbox"/> Student	<input type="checkbox"/> Permanent Resident (Landed Immigrant)	<input type="checkbox"/> Visitor	<input type="checkbox"/> Work Permit Diplomat	<input type="checkbox"/> Other

ABORIGINAL SELF-IDENTIFICATION (OPTIONAL)

Do you identify yourself as an Aboriginal in Canada? YES NO Do you identify with one or more of the following: First Nations Métis Inuit

***Note:** This information is collected for statistical purposes only and will not affect your eligibility for admission into courses and programs.

Declaration:

By signing this Application, I understand and agree that: (i) this is an application for a TRU program only and is subject to the limitation of available resources; (ii) any misrepresentation of information in this application may result in the cancellation of my admission or registration and such misrepresentation may be shared with other post-secondary institutions; (iii) my personal information will be reported as required by provincial or federal authority; (iv) my admission information may be shared with my current high school as needed and applicable; and (v) if I am admitted to a program, I am subject to the policies and rules of TRU. I certify that all statements on this application are true and complete and I authorize TRU to verify them.

Privacy Notice: Thompson Rivers University (TRU) collects, uses, discloses and retains personal

information in compliance with the BC Freedom of Information and Protection of Privacy Act (FIPPA). Your personal information is being collected and will be used for the purposes of administration, registration and other decisions on students' academic status, and for the purposes consistent with the administration of the University and its programs and services, including the programs of student societies/student unions, alumni association and the Thompson Rivers University Foundation. The collection of this information is permitted under section 26(c) of the FIPPA.

Questions should be directed to registration@tru.ca, or by post to: TRU Enrolment Services, 805 TRU Way, Kamloops, BC, V2C 0C8

STUDENT'S SIGNATURE	DATE
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COURSE(S) SELECTION Please complete all information in order to ensure your course registration will be processed efficiently.

COURSE LETTER CODE	COURSE NUMBER	COURSE TITLE	FEE	START	END	CRN
_ _ _ _	_ _ _ _					

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_ _ _ _	_ _ _ _					

COURSE LETTER CODE	COURSE NUMBER	COURSE TITLE	FEE	START	END	CRN
_ _ _ _	_ _ _ _					

PAYMENT INFORMATION

Cash Cheque (payable to TRU) Debit Credit

If paying by credit card, please contact your TRU office:

Lillooet/Lytton 250.256.4296

Ashcroft/Cache Creek 250.256.4296

INTERNAL USE ONLY

Total tax deductible fees \$ _____

Total other fees \$ _____

TOTAL FEES \$ _____

GST 3 R118838531

ESA _____

Sponsored _____