

# APPLIED BUSINESS TECHNOLOGY (ABTY)

This is a list of the Applied Business Technology (ABTY) courses available at KPU.

## **ABTY 1141** **3 Credits**

### **Keyboarding and Introductory Word Processing**

Students will develop touch control of the keyboard and correct keyboarding techniques. They will be introduced to Windows and the Internet and they will learn basic word processing features and basic file management.

## **ABTY 2110** **3 Credits**

### **Administrative Management**

Students will become familiar with the core concepts necessary to assume the role of an office manager or executive assistant. They will learn key supervisory, organizational, supporting, and management skills.

## **ABTY 2120** **3 Credits**

### **Project Management**

Students will learn the fundamentals of project management skills to track progress, share information, and close a project. They will examine the planning, creation, and development of a project, and will apply the concepts learned to complete a project using Microsoft Project.

*Prerequisites: ABTY 1135, or CBSY 1105, or 1205*

## **ABTY 2130** **3 Credits**

### **Advanced Writing Skills**

Students will learn advanced written and oral communication skills. They will use advanced writing skills to develop e-mails, letters, memos, reports, and proposals and oral skills to make formal presentations. Students will also develop note-taking skills, using the ABC Stenoscript method.

*Prerequisites: ABTY 1155*