

Applied Business Technology

CERTIFICATE

Why study Applied Business Technology?

In today's high-tech world, it can be hard to keep up with the many changes taking place in office technology. New computer programs require more training and keeping your job skills up-to-date can be a challenge. Whether you are currently employed or thinking about re-entering the workforce, it's never too late to update and improve your office skills.

WHY EARN MY APPLIED BUSINESS TECHNOLOGY CERTIFICATE AT UFV?

Today's office professionals need to be computer-savvy in a number of programs, and UFV's Applied Business Technology program will make sure you are ready for employment upon graduation. Our six-month program will teach you up-to-date skills in word processing, keyboarding, spreadsheets, database management, and bookkeeping. Business communications and office procedures courses will enable you to develop the soft skills necessary for success in today's offices. The three-week practicum at the end of the program will give you an opportunity to apply your skills in an office environment before you graduate.



“I was impressed by the willingness of my instructors to aid in my success. Having the ABT certificate has given me the ability to walk into a new job feeling prepared and confident.”

— KAREN TOEWS,
2002 ABT graduate.

www.ufv.ca

UNIVERSITY
OF THE FRASER VALLEY

Applied Business Technology



“I would like to thank everyone in the ABT program for helping me to develop the skills and knowledge necessary to succeed in the workplace today. I recommend ABT to people all the time, and I would not be enjoying my fantastic job at UFV without it. Thank you so much!”

— DANIELLE HINCKS, ABT, 2007 graduate.

WHAT TYPE OF CAREER CAN I EXPECT?

Once you have completed the six-month program, you will have the business and computer skills necessary to be successful in any office environment. Offices in business, government, and industry offer many opportunities for employment. The rapid growth of industry in the Fraser Valley has resulted in a continuing demand for well-trained employees.

Many of our graduates use the skills gained from the program to successfully complete further education. Our graduates are in high demand and employers often ask specifically for UFV grads.

WHAT TYPE OF COURSES WILL I TAKE?

HERE IS AN OUTLINE OF THE ABT CERTIFICATE PROGRAM:

COURSE #	TITLE
ABT 110	Database Management: Access
ABT 111	Office Procedures
ABT 131	Keyboarding
ABT 133	Word Processing: Word
ABT 135	Business English and Communications
ABT 137	Spreadsheets: Excel
ABT 143	Bookkeeping
ABT 187	Work Experience

After completing the Applied Business Technology certificate, you may have the option of enhancing your job skills and marketability by completing an additional 10-week Word Processing or Bookkeeping speciality certificate. We must have enough students registered in the courses in order to offer them. Please contact the Applied Business Technology program head at 604-854-4559 or 604-504-7441, local 4559 to indicate your interest in the specialty certificate courses.

WHAT DO I NEED TO GET IN?

You will need your B.C. secondary school graduation and successful completion of the Applied Business Technology assessment. Mature applicants (23 years of age or older) without high school graduation may be admitted on the basis of the assessment alone.

It is expected that you have a minimum keyboarding speed of 20 net words per minute before you start the program.

You will also be required to meet the English language proficiency requirements.

This is a rigorous, full-time program and you need to be physically, emotionally, and financially prepared to meet the challenges.

WHERE WILL MY CLASSES BE DELIVERED?

All ABT courses are offered at UFV's Marshall Road annex campus in Abbotsford.

I'M INTERESTED. WHAT'S THE NEXT STEP?

Check out the UFV online calendar at www.ufv.ca/calendar where you can also download an application form. You can submit your application, along with the required documents and application fee, to the Admissions and Registration office at any campus or centre or via the internet at www.pas.bc.ca.

Your application will be logged according to the date it is submitted. You will then be contacted by the Admissions and Records office regarding a date for the next orientation or assessment.

HOW MUCH WILL IT COST?

It's best to check out the Fees and Other Costs section of our online calendar at www.ufv.ca/calendar for up-to-date costs. The program cost is currently set at \$6,039, but fees may change. Books, additional supplies, and parking may cost an additional \$900 or more.

You should also visit UFV's Financial Aid and Awards office, for information about the \$12 million in federal and provincial student loans, grants, bursaries, scholarships awarded to UFV students annually. A helpful budget planning worksheet is available online at www.ufv.ca/fineaid/budget.

WHEN SHOULD I APPLY?

Apply at any time. There are two intakes each year and you can start the program in either September or January.

CAN I SPEAK WITH SOMEONE ABOUT MY OPTIONS?

Absolutely. We want to hear from you! You can contact the Applied Business Technology department at 604-854-4559 or 604-504-7441, local 4559. Additional information is provided on our website at www.ufv.ca/abt.

If you're unsure of your direction, or want more information about other course offerings at UFV, contact Student Services at 1-888-504-7441 to arrange a tour, attend a Becoming a Student info session, connect with an educational advisor, or arrange for career counselling.



About UFV

Nestled in the beautiful Fraser Valley just east of Vancouver, in B.C., UFV is a fully accredited, public university that enrolls more than 11,000 students each year. UFV has campuses in Abbotsford, Chilliwack, and Mission and regional centres in Hope and Agassiz, and a growing presence in Chandigarh, India.

UFV is committed to exceptional post-secondary instruction and a nurturing learning environment. We are large enough to offer variety, yet small enough to offer the personal attention that our students need to thrive. Our small class sizes and focus on teaching allow our students to get to know their instructors and learn in a hands-on setting.

We offer more than 80 programs, including 13 bachelor's degrees, a master's degree, and more than a dozen trades and technology programs. We believe that anyone who wants to go to university should be given the chance, so our admission policies are flexible, and we provide university prep courses and high school completion options. There are many options for learning: full-time, in class, online, as part of a structured program or one tailored specifically to your interests.

Many of our programs "ladder" into one another, allowing students to keep their options open. Our international programming makes for a culturally diverse student body and great opportunities to study abroad, while our continuing studies offerings make learning a lifelong experience.

UFV is recognized nationally for student success, an excellent learning environment, creative integration of programming, and our work with our local communities.

Get to know us better at www.ufv.ca.

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The information contained in this document is subject to change. Please refer to www.ufv.ca/abt for up-to-date information. UFV reserves the right to cancel courses and programs.

www.ufv.ca/abt