Applied Business Technology Certificate (Full-time option)—FAQs (Fall 2025)

1. Name of Course/Program: Applied Business Technology
2. Is there a waiting list? How long? We usually run a waitlist for each intake. Waitlisted applicants are notified as soon as a spot becomes available. (Currently there is not a waitlist for Fall 2025.)
3. How often is the program offered? The full-time option is currently offered only once a year (September start).
4. What is the deadline for application? ABT accepts applications at any time.
5. What pre-requisites are required for this program? Meeting UFV's English Language Proficiency requirements and successful completion of the ABT assessment.
6. How long is the program? ABT is a 24-week program.
7. What are the program start and end dates? For the Fall 2025 intake, the dates are Sep 3, 2025–Mar 13, 2026.
8. What are the class hours per week? The ABT program is delivered in an online/face-to-face mix. Classes will be held daily 10 am–noon and 1–2 pm, Mondays–Fridays; however, students should set aside the majority of the day for their coursework.
9. How many hours of homework/class preparation are there per night? At minimum, 2 hours. Students can expect approx. 20 hours of homework per week.
10. Will there be breaks in training? How long? Reading break: Nov 10–12, 2025; Winter break: Dec 15, 2025–Jan 5, 2026.
11. Is there a practicum? Yes, there is a three-week practicum at the end of the program.
12. Is the practicum mandatory? Yes.
13. Does the school arrange and guarantee the practicum? Yes. We do have a capstone course option if students prefer to complete that instead of a practicum.
14. Do students return to school after the practicum? Students return to submit their work experience assignments (reflective journal, updated resume, employer report, program feedback).
15. What is the teaching style? ABT instructors use a combination of lecture, demonstration, discussion, and one-on-one.
16. Is there additional academic help if required? Yes. Instructors are available outside of class time. UFV also has additional resources available to students (Academic Success Centre, Student Services, etc.)
17. How many students are there in each class? Classes are capped at 26 students.
18. What are the instructor's qualifications? Master's degree.
19. How long have they been in their field of expertise? 25+ years.
20. How long have they taught in their field of expertise? 16+ years.
21. How long have they been teaching with this school? 15+ years.
22. What kind of jobs would I be qualified for on completion? Administrative positions. Examples of employers that prefer ABT grads due to the high caliber of their work include the Chilliwack and Abbotsford school districts, Corrections Canada, the University of the Fraser Valley, the Chilliwack and Abbotsford Law Courts, and numerous private companies.
23. What percentage of graduates are working in these jobs? The department doesn't have the resources to track graduates, so hard data is unavailable. Anecdotally, numerous graduates are working in the admin field.
24. What is the cost of the tuition? Fall 2025 tuition/fees are $8,409.36. Student Union Society (SUS) fees are $370.05 for a total of $8,779.41.
25. Are there any additional costs? (Books, etc.) Yes. Approx. $700 for books, stationery, and graduation fees.
26. Can I get a copy of the course outline and descriptions? Course outlines are available on the UFV website at http://www.ufv.ca/calendar/CourseOutlines/PDFs/ABT/.