

## Applied Business Technology Certificate—Answers to WorkBC Questions (Fall 2021)

1. Name of Course/Program: [Applied Business Technology](#)
2. Is there a waiting list? How long? [We usually run a waitlist for each intake \(September and January\). Waitlisted applicants are notified as soon as a spot becomes available.](#)
3. How often is the program offered? [Twice a year: January and September.](#)
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 2021 intake, the dates are Sep 8, 2021–Mar 11, 2022.](#)
8. What are the class hours per week? [Due to the Covid-19 pandemic, the ABT program will be delivered in an online/face-to-face mix using both synchronous and asynchronous formats. Students should expect to work on coursework the equivalent of Monday to Friday, 9 am–2:30 pm; a two-hour mandatory synchronous \(live\) session will be held daily Mon–Thurs with a two-hour in-person session on Fridays. One-hour optional synchronous sessions are held most afternoons.](#)
9. How many hours of homework/class preparation are there per night? [At minimum, 2 hours. Students can expect 20–30 hours of homework per week.](#)
10. Will there be breaks in training? How long? [Winter break: Dec 16, 2021–Jan 4, 2022. Classes resume Jan 5, 2022.](#)
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.](#)
14. Do students return to school after the practicum? [Students return to submit their work experience assignments \(daily journal, updated resume, employer report, program feedback\).](#)
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 a number of 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? [20+ years.](#)
20. How long have they taught in their field of expertise? [12+ years.](#)
21. How long have they been teaching with this school? [11+ 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 2021 tuition/fees are \\$7,775.04. Student Union Society \(SUS\) fees have not yet been set. \(The fall 2020 SUS fees were \\$354.04.\)](#)
25. Are there any additional costs? (Books, etc.) [Yes. Approx. \\$800 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/>. Choose the outlines that say "Effective Fall 2014."](#)