

# APPLIED BUSINESS TECHNOLOGY (ABTY)

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Registration in some course sections is restricted to students in particular programs. See Timetables - [kpu.ca/registration/timetables](http://www.kpu.ca/registration/timetables) (<http://www.kpu.ca/registration/timetables/>) - for current section information.

Visit the BC Transfer Guide - [bctransferguide.ca](https://www.bctransferguide.ca) (<https://www.bctransferguide.ca/>) - for information about course transfer in B.C.

## **ABTY 1140 3 credits**

### **Keyboarding and Word Processing for Academic Writing**

Students will develop touch control of the keyboard and correct keyboarding techniques and will learn word processing features for writing research papers and reports.

Level: VO

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

## **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.

Level: VO

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)