

APPLIED BUSINESS TECHNOLOGY (ABTY)

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>)