

Applied Business Technology Program

2018-2019 ADMISSION INFORMATION

Students wanting to advance to more senior positions in the workforce after completing the Administrative Assistant has the opportunity to pursue an Executive Assistance Diploma.

ABT Programs

- Business Fundamentals Certificate (on-campus, 3.5 months)
- Administrative Assistant Certificate (on-campus, 4.5 months)

Campus program is only offered every September

Campus Program Coordinator

Theresa Brooks

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Admission Requirements

Educational Requirements

- BC Grade 11 (Grade 12 preferred) or mature student status
- English 12 or English 12 First Peoples with a minimum of 67% or equivalent

General Requirement

- Canadian Citizenship or Landed Immigrant Status
- Keyboarding speed of 25 net word per minute

How to Apply

Submit your application online through our website at <http://www.tru.ca/admissions/apply>

Applicants who do not meet the English requirement can take ENGL 0600 through University Prep at TRU or earn an acceptable score on the Accuplacer Test. Typing speeds must be formally assessed.

Accuplacer Test

- 1) Information about ACCUPLACER tests: <http://www.tru.ca/assessment/accuplacer/admission.html>
- 2) Register to take ACCUPLACER tests at the Kamloops campus <https://www.tru.ca/forms/assessment/accuplacer/>
- 3) Register to take ACCUPLACER tests off-campus <http://www.tru.ca/assessment/testing-off-campus.html>

Typing Test

- 1) Information about the typing test: <http://www.tru.ca/assessment/other-testing-services/typing.html>
- 2) Register to take the typing test at the Kamloops campus <http://www.tru.ca/assessment/other-testing-services/typing.html>
- 3) Register to take the typing test off-campus <http://www.tru.ca/assessment/testing-off-campus.html>

Please email admissions@tru.ca if you need further assistance

Application Procedures

Students should apply once they feel they have met the admission requirements. The following documents should be included:

- Completed Application for Admission
- \$28.68 application fee
- Official high school transcript showing graduation and grades for English 12 or English 12 First Peoples or an official interim transcript showing enrolment in these courses – transcripts are required even if the applicant is applying as a mature student
- Proof of acceptable keyboarding speed
- Acceptable Accuplacer Test score if required

Registration Fee

For campus applicants only, they will have to pay a commitment fee of \$500 to secure a seat in the program.

If you were not accepted or applied but did not attend last year, you must submit a new Applications for Admissions form.

Students may exit after Semester 1 with the **Business Fundamentals Certificate** if they complete all first semester courses successfully, including a minimum keyboarding speed of 50 net words per minute.

Students who pass all courses in both semesters will receive the **Administrative Assistant Certificate**.

Applied Business Technology Program

Prepares student to work in an office environment engaging in day-to-day activities relating to the operation of a business, or government organization.

For more information visit the School of Business website:

www.tru.ca/business/certificates_diplomas