BC Provincial
On-Site, Post-Secondary
Applied Business Technology/
Office Administration

Course Transfer Guide

2015-2016

Students will receive transfer credit for courses listed as equivalent in these tables.

The minimum passing grade for transfer is that which is defined by the receiving institution. Courses that are being transferred **may** need to have been completed within the two years immediately prior to the application for transfer credit.

> * For equivalency with **online** course, see [Course Name] in the separate 2015-2016 ABT/OA Online/Onsite Course Equivalencies Transfer Guide document.

Table of Contents
Click the links below to go directly to course categories

Note: Northwest Community College is not in this **onsite** transfer guide as this College offers **online** Applied Business Technology/Office Administration courses.

Accounting I
Course Transfer Recommendations

Generic Course Name:	Accounting I *	
Common Learning Outcomes:	☐ An understanding of accounting, the language of business ☐ The ability to record changes in financial position, measure business income, and complete the accounting cycle ☐ An understanding of accounting for merchandising activities using a perpetual inventory system ☐ A knowledge of bank reconciliation and handling of petty cash ☐ An understanding of accounting for payroll activities ☐ An understanding of accounting principles and the ability to use the principles in recording business transactions	
College	**Course Name**	**Course Number**
College of the Rockies	Bookkeeping 1 Bookkeeping 2	OAD 170 OAD 172
Camosun College	Accounting Basics	ABT 184
Douglas College	Accounting Procedures I	OADM 1238
Okanagan College	Accounting Payroll Accounting	OADM 140 and OADM 142 Payroll
Vancouver Community College	Basic Bookkeeping	OADM 1223
Vancouver Island University	Accounting I	ABT 121T
Yukon College	Introductory Accounting	ACCT 120
Northern Lights College	Accounting I Accounting 2	ABTC111 ABTC 151

* For equivalency with **online course**, see Accounting I in the separate 2015-2016 ABT/OA **Online/Onsite Course** Equivalencies Transfer Guide document.

Accounting II (Return to Table of Contents)
Course Transfer Recommendations

Generic Course Name:	Accounting II *	
Common Learning Outcomes:	☐ Describe the basic business organization structures in your country, including the fundamental legal implications. ☐ Apply the major recurring business and accounting concepts used in this course to subsequent courses and to your business experience. ☐ Analyze transactions and complete the accounting cycle of a merchandising entity. ☐ Independently solve accounting problems, applying computational skills and assessing the results.	
College	**Course Name**	**Course Number**
College of the Rockies	Bookkeeping 3	OFAD 275
Douglas College	Accounting Procedures II	OADM 1338
Kwantlen Polytechnic University	Accounting I	ABTY 1242
Thompson Rivers University	Financial Accounting	ABTS 1400
Vancouver Island University	Accounting II	ABTP 122T

* For equivalency with **online course**, see Accounting I in the separate 2015-2016ABT/OA **Online/Onsite Course** Equivalencies Transfer Guide document.

Generic Course Name:	Accounting II and Calculators	
Common Learning Outcomes:	**Calculators** ☐ Use an electronic calculator with speed and accuracy using the touch system ☐ Add, subtract, divide and multiply using an electronic calculator ☐ Estimate and round off ☐ Calculate equivalents and percentages ☐ Calculate mark-up, mark-down, discounts, invoices (purchasing, sales) ☐ Convert between Metric and Imperial systems ☐ Calculate ratios and proportions ☐ Problem solve ☐ Use the memory functions ☐ Calculate inventory **Financial Records** ☐ Apply basic accounting concepts and principles ☐ Analyze and record transactions in a general journal ☐ Post journal entries to a ledger ☐ Calculate interest ☐ Prepare a set of financial statements ☐ Prepare an end-of-period worksheet ☐ Journalize and post-closing entries ☐ Prepare a payroll ☐ Reconcile bank accounts/statements	
College	**Course Name**	**Course Number**
College of New Caledonia	Financial Records	ABTB 073

Generic Course Name:	Payroll Accounting	
Common Learning Outcomes:	☐ Calculate Gross earnings ☐ Complete a Payroll Register ☐ Calculate statutory deductions ☐ Calculate non-statutory deductions ☐ Complete an individual earnings record ☐ Journalize payroll entries into a general journal ☐ Remit payroll deductions ☐ Calculate taxable benefits ☐ Complete a Record of Employment and Federal Government Payroll Tax forms.	
College	**Course Name**	**Course Number**
College of the Rockies	Bookkeeping 2	OFAD 172
Douglas College	Payroll	OADM 1347
Okanagan College	Payroll Accounting	OADM 142

Business/Office Math (Return to Table of Contents)
Course Transfer Recommendations

Generic Course Name:	Business Math and Calculators I *	
Common Learning Outcomes:	□ Manually perform basic mathematical operations □ Use 'touch control' on a 10-key electronic calculator to solve complicated problems □ Use of the special functions found on most business electronic desk calculators □ Solve mathematical problems dealing with fractions, percentages, payroll, interest, discounts, and retail credit. □ Independently solve business mathematical problems applying computational skills and assessing the results.	
College	**Course Name**	**Course Number**
Okanagan College	Business Math and Calculators	OADM 130
Vancouver Island University	Business Math and Calculators	ABTP120T
Northern Lights College	Business Math and Calculators	ABTC120

* For equivalency with **online course**, see Accounting I in the separate 2015-2016ABT/OA **Online/Onsite Course** Equivalencies Transfer Guide document.

Generic Course Name:	Business Math and Spreadsheets	
College	**Course Name**	**Course Number**
Douglas College	Spreadsheets and Business Calculations	OADM 1222

Communications I
Course Transfer Recommendations

Generic Course Name:	Business English	
Common Learning Outcomes:	☐ Recognize and identify parts of speech. ☐ Apply spelling, grammar, and punctuation rules in written communications. ☐ Analyze written communications to ensure grammatically correct writing. ☐ Proofread and edit communications	
College	**Course Name**	**Course Number**
College of the Rockies	Business Communications 1	OFAD 133
Okanagan College	Communications	OADM 110
Thompson Rivers University	Business Communications I	ABTS 1300
Yukon College	Business Communication	BUSC 100
Vancouver Island University	Business English	ABTP 130T
Northern Lights College	Business English	ABTC165

Generic Course Name:	Communications I *	
Common Learning Outcomes:	☐ Apply the fundamental principles of spelling, word usage, grammar, punctuation, and style necessary for written communication. ☐ Proofread and edit communications. ☐ Apply techniques for formatting, planning, organizing, and writing effective memoranda, e-mails, and letters. ☐ Analyze written communication to ensure grammatically correct writing	
College	**Course Name**	**Course Number**
Camosun College	Business Communication I	ABT 164
College of New Caledonia	Business Communications I	ABTE 074
Vancouver Community College	Business Communications 1	OADM 1120

* For equivalency with online course, see Business English in the separate 2015-2016ABT/OA Online/Onsite Course Equivalencies Transfer Guide document.

Communications II
Course Transfer Recommendations

Generic Course Name:	Communications II	
Common Learning Outcomes:	☐ Apply techniques to plan, organize, and write effective letters and memos and email messages. ☐ Employ effective business writing principles, such as positive tone and reader benefit. ☐ Write effective messages to transmit good news, neutral or routine news, bad news, and persuasive views ☐ Develop basic and advanced writing techniques, including tips for using plain language, concise wording, conversational tone, parallelism, and other "tricks of the trade." ☐ Apply writing strategies in composing memos and e-mail messages, request and reply letters, negative news letters, persuasive messages, and special goodwill messages.	
College	**Course Name**	**Course Number**
Camosun College	Business Communications 2	ABT 165
College of New Caledonia	Business Communications II	ABTE 075
College of the Rockies	Business Communications II	OFAD 233
Douglas College	Business Communications and Procedures	OADM 1240
Okanagan College	Letter *and* Report Writing	OADM 111
Thompson Rivers University	Business Communications II	ABTS 1310
Vancouver Community College	Business Communications 2	OADM 1130
Vancouver Island University	Business Communications	ABTP 138T
Northern Lights College	Business Communications	ABTC195

* For equivalency with online courses, see Business Communications in the separate 2015-2016ABT/OA Online/Onsite Course Equivalencies Transfer Guide document.

Computerized Accounting - AccPac
Course Transfer Recommendations

Generic Course Name:	Computerized Accounting – AccPac	
Common Learning Outcomes:	☐ Manage program files and directories as required by the accounting program ☐ Access the accounting software and select the appropriate module ☐ Create new accounts in three modules: GL, AP and AR ☐ Enter batches of financial transactions in each of the three modules ☐ Edit, post and print journal entries ☐ Print AP cheques according to specified criteria ☐ Retrieve and post batches to the general ledger module ☐ Print journals, ledgers, and financial reports in a standard format on request ☐ Back up data appropriately and retrieve when or if necessary ☐ Generate year-end closing entries	
College	**Course Name**	**Course Number**
Douglas College	Computer Bookkeeping II	OADM 1339

Computerized Accounting – Sage 50 Accounting
Course Transfer Recommendations

Generic Course Name:	Computerized Accounting – Sage 50 Accounting *	
Common Learning Outcomes:	☐ Add/Revise General Ledger Account ☐ Add/Revise company records ☐ Record daily transactions in GL, AR and AP ☐ Employee/Payroll Records, process payroll ☐ General Journal – Record month-end/year-end entries ☐ Generate month-end/year-end statements and analyze reports ☐ Inventory entries/adjustments ☐ Bank Reconciliations	
College	**Course Name**	**Course Number**
Camosun College	Accounting Software Tools	ABT 281
College of the Rockies	Simply Accounting	OFAD 178
Douglas College	Computer Bookkeeping I	OADM 1239
Okanagan College	Accounting Software I	OADM 152
Thompson Rivers University	Computerized Accounting – Simply	ABTS 1410
Vancouver Community College	Computerized Accounting	OADM 1233
Vancouver Island University	Computerized Accounting	ABTP 123T
Northern Lights College	Automated Accounting	ABTC182

* For equivalency with online course, see Computerized Accounting in the separate 2015-2016ABT/OA Online/Onsite Course Equivalencies Transfer Guide document.

Database Level I
Course Transfer Recommendations

Generic Course Name:	Database Level I	
Common Learning Outcomes:	☐ Design a database ☐ Create new database tables ☐ Understand database field types and properties ☐ Modifying the table structure ☐ Sorting a table ☐ Finding information in the database using filters and queries ☐ Creating, modifying, and printing reports ☐ Creating, modifying, and printing forms ☐ Manipulate the database application window ☐ Understand and manipulate the different view screens of a database	
College	**Course Name**	**Course Number**
College of the Rockies	MS Access 1	OFAD 182
Okanagan College	Database	OADM 168
Thompson Rivers University	Database	ABTS 1230
Yukon College	Introduction to Access	MICRO 105

* For equivalency with online course, see Database in the separate 2015-2016ABT/OA Online/Onsite Course Equivalencies Transfer Guide document.

Database Level II
Course Transfer Recommendations

Generic Course Name:	Database Level II	
Common Learning Outcomes:	☐ Create reports, forms, and combo boxes ☐ Enhance Forms with OLE (Object Linking and Embedding) fields, hyperlinks, and subforms ☐ Create an application system using macros, wizards, and the switchboard manager ☐ Integrate Excel worksheet data into an Access database	
College	**Course Name**	**Course Number**
Vancouver Community College	Database and Office Integration	OADM 1252

Desktop Publishing (Return to Table of Contents)
Course Transfer Recommendations

Generic Course Name:	Desktop Publishing	
Common Learning Outcomes:	☐ Apply layout and design principles to the creation of desktop publishing documents. ☐ Create, edit and format a variety of different types of business publications using current desktop publishing software. ☐ Use typographic controls and special effects such as leading, kerning, tracking, bleeds, drop caps, key lines, and reverses ☐ Use templates, master pages, and style sheets to produce consistent documents efficiently	
College	**Course Name**	**Course Number**
College of New Caledonia	Desktop Publishing	ABTW 079
Okanagan College	Desktop Publishing	OADM 171
Thompson Rivers University	Desktop Publishing	ABTS 1120
Vancouver Island University	Office Computer Applications IV	ABTP 149T

Generic Course Name:	Desktop Publishing with Word
Common Learning Outcomes:	☐ Create personal designs based on desktop publishing concepts and Word features such as columns and styles ☐ Evaluate design elements in a desktop published document for the appropriate use of focus, balance, proportion, contract, directional flow, consistency, color, and page layout. ☐ Produce internal business documents using a variety of templates, fonts, and rules lines. ☐ Create resumes, calendars, personal address labels, and certificates ☐ Prepare reports, term papers, manuals, and forms containing elements such as a cover page, table of contents, title page, and index ☐ Produce promotional documents using WordArt, Microsoft Word Picture editor, and Word's Drawing toolbar. ☐ Create brochures using a variety of page layouts and design techniques. ☐ Create a Web Page and on-screen presentations, overhead transparencies (color or black and white), paper printouts, notes, handouts, and outlines, using PowerPoint's AutoContent Wizard ☐ Define and create presentation materials, including transparencies/slides, tables, charts, and other supporting handouts. ☐ Improve the readability of newsletters by specifying line spacing, using kerning, adjusting character spacing, and changing alignments.

College	Course Name	Course Number
College of the Rockies	Desktop Publishing	OFAD 220

Groupware/Contact Management (Return to Table of Contents)
Course Transfer Recommendations

Consider Deleting this Section

Generic Course Name:	Groupware/Contact Management	
Common Learning Outcomes:	☐ Learn basic operations of the Microsoft Outlook program ☐ Effectively use functions and special features of Microsoft Outlook ☐ Exchange documents using public folders ☐ Use calendar/daybook features ☐ Plan a meeting ☐ Use a contacts folder ☐ Use email and attachments ☐ Use task manager	
College	**Course Name**	**Course Number**
Vancouver Island University	Electronic Information Management	ABTP 156T

Human Relations/Interpersonal Skills (Return to Table of Contents)
Course Transfer Recommendations

Generic Course Name:	Human Relations/Interpersonal Skills	
Common Learning Outcomes:	☐ Apply interpersonal skills and strategies to a variety of workplace encounters. ☐ Demonstrate problem-solving techniques to a group business case. ☐ Demonstrate assertiveness communication skills in a one-to-one workplace encounter. ☐ Apply appropriate interpersonal approaches to cross-cultural encounters. ☐ Apply conflict resolution skills to workplace encounters. ☐ Apply strategies for group dynamics to produce an effective group presentation.	
College	**Course Name**	**Course Number**
Camosun College	Interpersonal Success Tools	ABT 117
Okanagan College	Self-Management Skills	OADM 180
Thompson Rivers University	Human Relations	ABTS 1500
Vancouver Community College	Human Relations	OADM 1121
Vancouver Island University	Human Relations and Office Procedures	ABTP 136T

* For equivalency with online course, see Human Relations in the separate 2015-2016ABT/OA Online/Onsite Course Equivalencies Transfer Guide document.

Computers and the Internet (Return to Table of Contents)
Course Transfer Recommendations

Generic Course Name:	Introduction to Computers and Internet *	
Common Learning Outcomes:	☐ Introduction to Computers ☐ Introduction to Windows Operating Systems ☐ File Management ☐ Customizing Windows ☐ Understanding and using Internet Browsers ☐ Find information on the Internet using Search Engines ☐ Exchange information on the Internet ☐ Using email effectively ☐ Identify various social media used in business	
College	**Course Name**	**Course Number**
Camosun College	Information Technology I	ABT 170
Okanagan College	Computer Essentials and the Internet	OADM 167
Thompson Rivers University	Introduction To Computers	ABTS 1200
Yukon College	Computer Literacy	CL 100
Northern Lights College	Computers and Groupware	ABTC119

* For equivalency with online course, see Computers and the Internet in the separate 2015-2016ABT/OA Online/Onsite Course Equivalencies Transfer Guide document.

Microcomputer Applications I
Course Transfer Recommendations

Generic Course Name:	Comprehensive Computer Applications

Common Learning Outcomes:	**Use Word to:**
	☐ Identify parts of word processing equipment and differentiate between hardware and software.
	☐ Create, save, print, close, open and edit a Word document.
	☐ Manipulate text through the use of insert, delete, copy and move functions.
	☐ Enhance documents with character formatting, including bold, underlining, italics and all caps.
	☐ Adjust the size and typestyle of characters.
	☐ Insert special symbols, bullets and numbers.
	☐ Change margins and the alignment of text in paragraphs, indent text, and change line spacing.
	☐ Manipulate tabs and create tables.
	☐ Create custom tab settings and format tables.
	☐ Copy, move, rename and print multiple documents.
	☐ Revise text and codes using Find and Replace.
	☐ Use Word's Help feature.
	☐ Maintain good file management practices.
	☐ Create document references, including headers, footers.
	☐ Format and merge form files and data files.
	☐ Apply learned features to create a variety of business documents such as memoranda and business letters and newsletters.
	
	Use Excel to:
	☐ Use a personal computer for data entry.
	☐ Recognize basic EXCEL commands.
	☐ Use spreadsheet software to:
	    o create, store, retrieve and delete files
	    o enter formulas for mathematical and logical operations
	    o present attractive and informative printed reports
	☐ Design a spreadsheet for a simple and complex application.
	
	Use Access to:
	☐ Organize data.
	☐ Understand relational database management.
	☐ Open an existing database.
	☐ View and print a table.
	☐ To open, view and edit a form.

Generic Course Name:	Comprehensive Computer Applications	
	□ To use Help. □ To create, print, edit a database. □ To sort, back up & compact a database. □ To use queries and Report Wizard. **Use Windows to:** □ Open, run and close a program. □ Modify a window size. □ Use toolbars, dialogue boxes, scroll bars, check boxes. □ Manipulate folders and files. □ Effectively manage disks. **Use PowerPoint to:** □ Create a text slide show. □ Add simple graphics to a slide show. **Keyboarding** □ Demonstrate the ability to operate a keyboard using the "touch" system. □ Measure their progress in speed and accuracy through regular timed writings.	
College	**Course Name**	**Course Number**
Douglas College	Microcomputer Applications I Microcomputer Applications II	OADM 1256 OADM 1356
Vancouver Island University	Office Computer Applications I	ABTP 146T

Office/Administrative Procedures and Records Management
Course Transfer Recommendations

Generic Course Name:	Office/Administrative Procedures and Records Management	
Common Learning Outcomes:	□ Time management. □ Organization structure, office layout and ergonomics. □ Incoming and outgoing mail □ Filing procedures and records retention and transfer. □ Front-line reception - how to make appointments and how to handle difficult customers. □ Telephone techniques, telephone equipment, systems, and the Internet. □ Financial management. □ Use reference sources such as the Internet the library and business directories to locate information □ Transcription of correspondence. □ Travel arrangements - procedures for making flight, car, and hotel reservations; administrative responsibilities before, during, and after an executive's trip; prepare and key an itinerary; prepare a travel fund advance and travel expense voucher .Arrangements for informal and formal meetings and teleconferencing - Notice of Meeting, prepare minutes □ Verbal communication - giving and receiving feedback, nonverbal, listening skills □ Describe the qualities of an effective business letter □ Prepare for a job search, write a resume and a letter of application, and conduct a job search using the Internet.	
College	**Course Name**	**Course Number**
College of the Rockies	Administrative Procedures 1 Administrative Procedures 2	OFAD 135 OFAD 235
Douglas College	Administrative Procedures	OADM 1345
Okanagan College	Office Procedures Records Management	OADM 136 OADM 135
Thompson Rivers University	Administrative Procedures	ABTS 1530
Vancouver Community College	Office Procedures Electronic Transcription	OADM 1226 OADM 1240
Yukon College	Office Procedures Records Management	OP100 and RECM 100 (combined)

Generic Course Name:	Records Management *(Return to Table of Contents)*	
Common Learning Outcomes:	- Identify and explain the use of different types of filing equipment & supplies - Conduct an informational interview to determine an organization's record keeping practices - Practice and comprehend alphabetic, numeric, subject, and geographic filing storage and retrieval methods - Explain records creation control procedures for correspondence and forms - Identify records management control tools - Identify records management technologies - Analyze British Columbia government records to determine which require an ORCS (Operational Records Classification System) classification number and to classify according to ARCS Administrative Records Classification System) - Demonstrate knowledge of the British Columbia government's Freedom of Information and Protection of Privacy Act - Use the internet to research and evaluate appropriate records management resources - Conduct a records inventory using a simulated filing project - Assign retention periods using a simulated filing project - Classify documents using a simulated filing project - Identify vital records using a simulated filing project	
College	**Course Name**	**Course Number**
Camosun College	Records Management	ABT 167

Office Simulations

Generic Course Name:	Office Simulation	
Common Learning Outcomes:	☐ Originate and edit word processing documents ☐ Design data bases and spreadsheets ☐ Integrate word processing documents and spreadsheets ☐ Perform decision making, prioritizing and other management skills. ☐ Perform as part of a team	
College	**Course Name**	**Course Number**
Okanagan College	Administrative Simulation Accounting Simulation	OADM 127 OADM 156
Thompson Rivers University	Integrated project	ABTS 1250
Vancouver Community College	Office Simulation	OADM 1228
Vancouver Island University	Office Simulation I Accounting Office Simulations II	ABTP 186T ABTP 187T

Presentation Software
Course Transfer Recommendations

Generic Course Name:	Presentation Software *	
Common Learning Outcomes:	☐ Use presentation graphics software to create, edit, format and print a variety of slides, audience handouts, speaker notes and outlines. ☐ Create, edit, and utilize design templates to ensure consistent design throughout a presentation. ☐ Incorporate multi-media files such as sounds and videos into a presentation. ☐ Apply slide build and slide transition effects to a presentation. ☐ Create animations and hyperlinks. ☐ Utilize OLE and DDE to link and embed data from a variety of other document types (e.g. Word, Excel, Access, Org Chart, WordArt, Clip Art and MS Chart). ☐ Create a self-running presentation. ☐ Prepare a presentation for portability. ☐ Publish a presentation for use on the World Wide Web	
College	**Course Name**	**Course Number**
Okanagan College	Presentation Graphics	OADM 165
Thompson Rivers University	Presentation Software	ABTS 1240
Vancouver Island University	Office Computer Applications IV	ABTP 149T
Northern Lights College	Presentation Software	ABTC194

* For equivalency with online course, see Presentations in the separate 2015-2016ABT/OA Online/Onsite Course Equivalencies Transfer Guide document.

Spreadsheets I
Course Transfer Recommendations

Generic Course Name:	Introduction to Electronic Spreadsheets	

Common Learning Outcomes:	☐ Enter labels, values and formulas
	☐ Create formulas with relative, absolute and mixed cell references
	☐ Apply formatting to cells, columns and rows
	☐ Print
	    ○ Ranges
	    ○ Worksheets
	    ○ Workbooks
	☐ Perform "what if analysis"
	☐ Use built in functions
	☐ Create, print and format various types of charts	

College	**Course Name**	**Course Number**
College of the Rockies	MS Excel 1	OFAD 181
Thompson Rivers University	Spreadsheets I	ABTS 1210
Vancouver Island University	Office Computer Applications III	ABTP 148T
Yukon College	Introduction to Excel	MICRO 100

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For equivalency with online course, see Spreadsheets in the separate 2015-2016ABT/OA Online/Onsite Course Equivalencies Transfer Guide document.

Generic Course Name:	Introduction to Electronic Spreadsheets and Databases (Return to Table of Contents)

Common Learning Outcomes:	**Spreadsheet:**
	☐ Enter labels, values and formulas
	☐ Create formulas with relative, absolute and mixed cell references
	☐ Apply formatting to cells, columns and rows
	☐ Print
	    ○ Ranges
	    ○ Worksheets
	    ○ Workbooks
	☐ Perform "what if analysis"
	☐ Use built in functions
	☐ Create, print and format various types of charts
	
	Databases:
	☐ Determine and define the tables, fields and relationships necessary to create a database
	☐ Create, modify, and update tables
	☐ Retrieve information using query by example
	☐ Create custom forms
	☐ Create custom reports
	☐ Integrate Access with other programs
	☐ List and describe the uses of other queries such as, find duplicates, find unmatched, and top values

College	Course Name	Course Number
Vancouver Island University	Office Computer Applications III	ABTP 148T

SPREADSHEETS II
Course Transfer Recommendations

Generic Course Name:	Advanced Spreadsheets	
Common Learning Outcomes:	☐ Use financial functions, data tables, amortization schedules, and hyperlinks within a spreadsheet ☐ Create, sort, and query a worksheet database ☐ Create templates and work with multiple worksheets and workbooks ☐ Link an Excel worksheet to other document types	
College	**Course Name**	**Course Number**
College of the Rockies	MS Excel 2	OFAD 281
Okanagan College	Spreadsheets	OADM 169
Thompson Rivers University	Spreadsheets II	ABTS 1220
Vancouver Community College	Spreadsheets (Excel)	OADM 1125
Yukon College	Intermediate Excel	MICRO 200
Vancouver Island University	Office Computer Applications II (.3 of)	ABTP 148T

* For equivalency with online course, see Spreadsheets II in the separate 2015-2016ABT/OA Online/Onsite Course Equivalencies Transfer Guide document.

Generic Course Name:	Advanced Spreadsheets and Databases *(Return to Table of Contents)*	
Common Learning Outcomes:	**Excel:** ☐ Use financial functions, data tables, amortization schedules, and hyperlinks within a spreadsheet ☐ Create, sort, and query a worksheet database ☐ Create templates and work with multiple worksheets and workbooks ☐ Link an Excel worksheet to a Word document **Access:** ☐ Create reports, using all sections, grouping and totaling ☐ Move and resize controls of a report ☐ Create and modify initial forms ☐ Create and use combo boxes ☐ Publish database data to the web ☐ Use date, memo and ole fields ☐ Modify tables and table properties ☐ Use forms containing subforms ☐ Change styles and colors of labels ☐ Use data and memo fields in a query ☐ Create macros in the database program, using actions, comments, and arguments ☐ Add command buttons to forms ☐ Modify vba code associated with the command button	
College	**Course Name**	**Course Number**
Camosun	Excel and Access Intermediate	ABT 178

Generic Course Name:	Advanced Spreadsheets Simply Accounting *(Return to Table of Contents)*	
Common Learning Outcomes:	**Excel** ☐ Financial functions, data tables, loan amortization schedules ☐ Naming Cells ☐ PMT and PV functions ☐ Data Tables ☐ Amortization Schedule-Loan ☐ Protecting Cells ☐ Creating, sorting, querying a worksheet database ☐ Adding computational fields to a database ☐ Vlookup function ☐ Sorting and filtering records ☐ Creating templates, multiple worksheets and workbooks ☐ Creating and using a template ☐ round function ☐ copying data/formulas among worksheets and workbooks	**Simply Accounting** ☐ General Ledger Module ☐ Set up chart of accounts; Record transactions in a general journal; Record correcting entries; Print financial statements; Prepare Bank Reconciliation Statements ☐ Accounts Receivable Module ☐ Setup procedures; Record transactions using sales and cash receipts journals ☐ Accounts Payable Module ☐ Setup procedures; Record transactions using purchases and cash payments journals ☐ Payroll Module ☐ Setup procedures; Prepare payrolls; Correct payroll cheques ☐ Inventory Module ☐ Setup procedures; Record the purchase and sale of inventory items ☐ Project Costing Module ☐ Creating Projects; Allocating revenues and costs to projects; Printing project reports

College	Course Name	Course Number
Douglas College	Computer Bookkeeping I	OADM 1239

Transcription
Course Transfer Recommendations

Generic Course Name:	Transcription	
Common Learning Outcomes:	☐ Develop skills in transcribing letters from recorded dictation ☐ Improve spelling skills ☐ Improve vocabulary ☐ Improve proofreading techniques ☐ Improve punctuation skills ☐ Enhance listening skills ☐ Produce mailable documents	
College	**Course Name**	**Course Number**
Vancouver Community College	Electronic Transcription	OADM 1240

Web Design and Maintenance
Course Transfer Recommendations

Generic Course Name:	Website Design and Maintenance	
Common Learning Outcomes:	☐ The Role of Website Administrators ☐ Introduction to Hypertext Markup Language (HTML) ☐ Storyboards and Site Maps ☐ Web Authoring Software ☐ Web Page and Site Design Concepts ☐ Manipulating Graphics ☐ Creating Web Pages With MS Notepad, Word, and FrontPage XP ☐ Attachable and Downloadable Files ☐ Troubleshooting Web Pages ☐ Web Page Hosting ☐ Maintenance Schedules, Page Statistics and Affiliate Programs	
Subcategory	**Website Maintenance**	
College	**Course Name**	**Course Number**
Thompson Rivers University	Web Site Maintenance and Design	ABTS 1260
Vancouver Island University	Office Computer Applications	ABTP 149T

Word Processing I
Course Transfer Recommendations

Generic Course Name:	Word Processing – Level I	
Common Learning Outcomes:	☐ Create, modify, print, and save business documents ☐ Use various font, paragraph, and page formats ☐ Create correctly formatted multi-page letters, simple reports and other business documents ☐ Create headers and footers ☐ Create tables using the Tables feature ☐ Use the spelling, AutoCorrect and thesaurus features	
College	**Course Name**	**Course Number**
Camosun College	Word Processing I	ABT 160
Yukon College	Introduction to Word 2003	WP 120

* For equivalency with online course, see Word Processing I in the separate 2015-2016ABT/OA Online/Onsite Course Equivalencies Transfer Guide document.

Generic Course Name:	Word Processing – Comprehensive *(Return to Table of Contents)*	
Common Learning Outcomes:	☐ Identify parts of word processing equipment and differentiate between hardware and software. ☐ Create, save, print, close, open, and edit a Word document. ☐ Enhance documents with character formatting including all caps, bold, underline, and italics. ☐ Use Word's Help feature. ☐ Format paragraphs with text alignment; indent text, and change line spacing; display nonprinting characters. ☐ Insert special symbols, bullets, and numbers. ☐ Adjust page breaks and section breaks, control text flow, and change margins in a document. ☐ Print selected pages from a document and generate envelopes and labels. ☐ Maintain documents in Word, including such activities as creating additional folders and copying, moving, renaming, and printing documents. ☐ Proof all types of business documents with the Spell Checker and Thesaurus and improve the grammar of written documents with the Grammar Checker.	☐ Revise text and codes using Find and Replace. ☐ Generate documents with custom tab settings, including left, right, center, decimal, and vertical tabs. ☐ Utilize special features in Word documents such as AutoText, spacing between paragraphs, date and time, dropped capital letters, and templates. ☐ Format text into newspaper or side-by-side columns. ☐ Create document references such as headers, footers, footnotes, and endnotes. ☐ Create data source and main documents to perform mail merges. ☐ Use Word table feature to create and modify table appearance and contents. ☐ Record, run, edit, and delete macros. ☐ Create, apply, modify, remove, and delete styles. ☐ Prepare and protect forms. ☐ Import data from Excel to a chart; open, link, and embed an Excel worksheet into a Word document. ☐ Converting Word files to PDF

College	Course Name	Course Number
College of the Rockies	Word Processing 1 Word Processing 2	OFAD 160 OFAD 165
Okanagan College	Word Processing Word Processing I	OADM 175
Thompson Rivers University	Word Processing II	ABTS 1110
Vancouver Community College	Document Formatting	OADM 1142
Vancouver Island University	Office Computer Applications II	ABTP 147T

Word Processing II (Return to Table of Contents)
Course Transfer Recommendations

Generic Course Name:	Word Processing II	
Common Learning Outcomes:	☐ Create complex documents using tables, columns, graphics, section breaks, and typographic controls ☐ Use automation features such as calculations, on-line forms, fields, mail merges, auto text, templates, macros and styles ☐ Use long document features such as outlines, bookmarks, table of contents, cross-references, captions, indexes and automatic heading numbering ☐ Use linking and embedding (OLE and DDE) to integrate data into a document from external sources	
College	**Course Name**	**Course Number**
Camosun College	Word Processing 2	ABT 161
College of New Caledonia	Word Processing-Document Processing Level III	ABTW 043
College of the Rockies	Word Processing 3	OFAD 260
Vancouver Island University	Office Computer Applications II	ABTP 147T
Yukon College	Advanced Word Processing	WP220

* For equivalency with online course, see Word Processing II in the separate 2015-2016ABT/OA Online/Onsite Course Equivalencies Transfer Guide document.