

Applied Business Technology/Office Administration  
BC Campus Online-Onsite

Course Equivalencies 2015-2016

**ABT/OA BC Campus Online-Onsite Course Equivalencies 2015-2016**

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## **Online Learner Success**

### **Learning Outcomes**

Upon successful completion of this course, you will have demonstrated the ability to:

- Use the navigation menu and links to move in D2L
- Use communication tools of D2L (discussions, chat, email)
- Use evaluation tools such as assignments, quizzes, and self-tests
- Download and upload files as attachments through email and discussions

<b>ONLINE LEARNER SUCCESS</b> ( <a href="#">Click here to return to Table of Contents</a> )				
<b>College</b>	<b>BC Campus Course Number</b>	<b>Institution Course Number</b>		<b>Institution Course Name</b>
		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 050			
Douglas College	OADM 1104			
North Island College	ABT 020			
Northwest Community College	ABT 101			
Okanagan College	OADO 099			
Thompson Rivers University	ABTS 1550			
Vancouver Community College	ABUT 1023			
Vancouver Island University	ABTO 100T			

## ACCOUNTING I

### Learning Outcomes

Upon successful completion of this course you will be able to:

- Define the function of accounting.
- Use accounting terminology appropriately.
- Analyze and record transactions in a general journal using the double-entry system of debits and credits.
- Apply basic accounting concepts and principles to business transactions.
- Post entries from the general journal to the general ledger, cross-check and balance the ledger, and produce a trial balance.
- Finalize the accounting cycle for a service company by completing a ten-column worksheet, recording adjustments, and preparing the accounts for a new fiscal year.
- Prepare classified, related financial statements (income statement, statement of changes in owner's equity, and balance sheet) for a proprietorship complying with generally accepted accounting practices.
- Describe and implement internal control measures for cash including the preparation of cheques, deposits, and bank reconciliations.
- Analyze and record cash transactions that involve cash short or over.
- Establish, maintain, and replenish a petty cash fund.
- Independently complete accounting simulations through applying learned accounting principles and practices.

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<b>ACCOUNTING I</b> ( <a href="#">Click here to return to Table of Contents</a> )				
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		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 081			
Douglas College	OADM 1242			
North Island College	BTEC 161			
Northwest Community College	ABT 221			Accounting I
Okanagan College	OADO 140*	OADM 140	OADO 140	Accounting *plus successful completion of OADO 141
Thompson Rivers University	ABTS 1430*	ABTS 1400		Financial Accounting *plus successful completion of ABTS 1440
Vancouver Community College	ABUT 1008			
Vancouver Island University	ABTO 132T	ABTP 121T		Accounting I

## **ACCOUNTING II**

### **Learning Outcomes**

Upon completion of this course, you will have reliably demonstrated the ability to:

- Accurately complete a payroll, including remittance of deductions
- Use columnar journal and special journal systems
- Use accounts receivable and accounts payable subsidiary ledgers and general ledger control accounts
- Complete the accounting cycle for a merchandising company
- Present financial information in a neat and correct format
- Independently complete accounting simulations through applying learned accounting principles and practices.

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<b>ACCOUNTING II</b> ( <a href="#">Click here to return to Table of Contents</a> )				
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		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 082	ABTA 070 or ABTB 073		Secretarial Bookkeeping or Financial Records
North Island College	ABT 162			
Northwest Community College	ABT 226			Accounting II
Okanagan College	OADO 141*	OADM 140		Accounting *plus successful completion of OADO 140
Thompson Rivers University	ABTS 1440*	ABTS 1400		Financial Accounting *plus successful completion of ABTS 1430
Vancouver Community College	ABUT 1028			
Vancouver Island University	ABTO 134T			Accounting II

## **ADMINISTRATIVE PROCEDURES**

### **Learning Outcomes**

Upon successful completion of this course, you will have reliably demonstrated the ability to:

- Manage time effectively by establishing priorities and meeting deadlines.
- Use appropriate resources to locate, select, evaluate, and summarize information.
- Organize and process incoming and outgoing written or electronic communications.
- Define the elements of appropriate ergonomic design and office safety standards in the workplace.
- Plan, coordinate, and follow up on business meetings, conferences, and teleconferences.
- Operate the basic features of office equipment such as copiers and faxes.
- Handle incoming and outgoing telephone calls in a professional manner.
- Plan, organize, and follow up tasks required before and after business travel.
- Take initiative in managing office supplies.
- Make appointments and use calendaring software.
- Complete deposit slips, reconcile bank statements, and balance a petty cash fund.



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<b>ADMINISTRATIVE PROCEDURES</b> ( <a href="#">Click here to return to Table of Contents</a> )				
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		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 090*	ABTP 072		Office Procedures *plus successful completion of ABTC 068.
Douglas College				
North Island College	ABT 111			
Northwest Community College	ABT 136			Administrative Procedures
Okanagan College	OADO 136*			Office Procedures
Thompson Rivers University	ABTS 1530	ABTS 1530		Administrative Procedures
Vancouver Community College	ABUT 1032			
Vancouver Island University	ABTO 106T	ABTP 115T		Administrative Procedures and Technologies

## **BUSINESS COMMUNICATIONS**

### **Learning Outcomes**

Upon successful completion of this course you will be able to:

- Demonstrate awareness of reader needs through the application of clear, persuasive writing techniques
- Apply techniques for planning, organizing, and writing effective business documents such as letters, memos, and reports
- Use an email client program to write clear and effective email messages
- Apply word processing skills to format effective, attractive, "reader friendly" documents appropriate for business
- Analyze written communication to ensure grammatically correct writing
- Produce mailable documents that are free of grammar, spelling, and punctuation errors.

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<b>BUSINESS COMMUNICATIONS</b> ( <a href="#">Click here to return to Table of Contents</a> )				
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		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 086			
Douglas College	OADM 1219	OADM 1240		Business Communications & Procedures
North Island College	ABT 149			
Northwest Community College	ABT 251			Business Communication
Okanagan College	OADO 111	OADM 111		Letter and Report Writing
Thompson Rivers University	ABTS 1310	ABTS 1310		Business Communications II
Vancouver Community College	ABUT 1007			
Vancouver Island University	ABTO 128T	ABTP 138T		Business Communications

**ABT/OA BC Campus Online-Onsite Course Equivalencies 2015-2016**

**BUSINESS ENGLISH**

**Learning Outcomes**

On successful completion of this course, you will be able to:

- Apply the basic principles of grammar, punctuation, and style
- Demonstrate business vocabulary and spelling skills
- Proofread and edit written communications
- Write grammatically correct sentences

<b>BUSINESS ENGLISH</b> <a href="#">(Click here to return to Table of Contents)</a>				
<b>College</b>	<b>BC Campus Course Number</b>	<b>Institution Course Number</b>		<b>Institution Course Name</b>
		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 085	ABTE 074		Business Communications I
Douglas College	OADM 1107	OADM 1240		Business Communication and Procedures
North Island College	ABT 148			
Northwest Community College	ABT 151			Business English
Okanagan College	OADO 110	OADM 110		Communications I
Thompson Rivers University	ABTS 1300	ABTS 1300		Business Communications I
Vancouver Community College	ABUT 1006			
Vancouver Island University	ABTO 110T	ABTP 130T		Business English

## **BUSINESS MATH AND CALCULATORS**

### **Learning Outcomes**

Upon successful completion of this course you will be able to

- Perform addition, subtraction, multiplication, and division on a desktop calculator
- Use the calculator to maximum advantage through the use of memory registers, constant factors, add mode, decimal selection, and rounding
- Demonstrate the ability to change fractions, decimals, and percents to equivalents
- Find percentage, rate, and base
- Apply computational skills to business-related tasks including extending and auditing invoices, installment buying, interest calculating, prorating, discounting, mark ups and mark downs
- Obtain a touch speed of 155 keystrokes per minute without errors **see NOTE below**
- Achieve business standards for efficiency and quality of work
- Use mathematics as a decision-making and problem-solving tool
- Use appropriate mathematical processes to solve problems accurately and efficiently

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<b>BUSINESS MATH AND CALCULATORS</b> ( <a href="#">Click here to return to Table of Contents</a> )				
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		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 080	ABTB 070		Electronic Calculations
Douglas College				
North Island College	ABT 147			
Northwest Community College	ABT 191			Business Calculators and Mathematics
Okanagan College	OADO 130	OADM 130		Business Math and Electronic Calculators
Thompson Rivers University	ABTS 1450			Business Math and Calculators
Vancouver Community College	ABTU 1003			
Vancouver Island University	ABTO 108T	ABTP 120T		Business Math and Calculators

## **COMPUTERIZED ACCOUNTING – Sage 50**

### **General Learning Outcomes**

Upon successful completion of this course you will be able to:

- Record daily business transactions
- Reconcile accounts
- Set up and operate an integrated accounting program for a business
- Prepare financial statements
- Set up employees and record payroll transactions
- Set up and record inventory-related transactions

### **COMPUTERIZED ACCOUNTING - Simply** [\(Click here to return to Table of Contents\)](#)

<b>College</b>	<b>BC Campus Course Number</b>	<b>Institution Course Number</b>		<b>Institution Course Name</b>
		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 083	ABTA 071 or ABTA 078		Computerized Bookkeeping
North Island College	ABT 165			
Northwest Community College	ABT 281			Computerized Accounting
Okanagan College	OADO 152		BACC 241	Simply Accounting
Thompson Rivers University	ABTS 1410	ABTS 1410		Accounting Software 1
Vancouver Community College	ABUT 1038			
Vancouver Island University	ABTO 138T	ABTO 123T		Computerized Accounting

## COMPUTERS AND THE INTERNET

### Learning Outcomes

Upon successful completion of this course you will be able to:

- Communicate knowledge of basic computer hardware and software operating systems
- Exhibit ethical behavior with respect to copyright of software and sharing of disks and information
- Create, manage, and manipulate files and folders
- Recognize and accept that computer hardware and software problems are a natural part of learning and working with computers
- Demonstrate acceptable health and safety standards when working with computer equipment and facilities
- Understand Internet basics - history, connectivity, viruses, copyright
- Use an email program
- Use advanced email and communications tools - sending, receiving, forwarding, saving, attachments, address book
- Understand browser basics - using Internet Explorer, setting bookmarks, exploring security features
- Use web search tools - using search engines
- Find and evaluate information on the web



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<b>COMPUTERS AND THE INTERNET</b> ( <a href="#">Click here to return to Table of Contents</a> )				
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		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 060*	ABTW 073		Microcomputers Applications I *plus successful completion of ABTC 067 & 068.
Douglas College	OADM 1116			
North Island College	ABT 101			
Northwest Community College	ABT 121			Introduction to Computers and the Internet
Okanagan College	OADO 167	OADM 167		Computer Essentials and the Internet
Thompson Rivers University	ABTS 1200	ABTS 1200		Introduction to Computers and the Internet
Vancouver Community College	ABUT1025			
Vancouver Island University	ABTO 118T			

## ABT/OA BC Campus Online-Onsite Course Equivalencies 2015-2016

### DATABASE

#### Learning Outcomes

Upon successful completion of this course you will be able to:

- Identify and use database terminology
- Sort and query to extract information from a database
- Create, modify, and present forms and reports for business-related tasks
- Design, create, modify, and maintain a database
- Build and use a relational database

<b>DATABASE</b> ( <a href="#">Click here to return to Table of Contents</a> )				
<b>College</b>	<b>BC Campus Course Number</b>	<b>Institution Course Number</b>		<b>Institution Course Name</b>
		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 067*	ABTW 073		Microcomputers Applications I *plus successful completion of ABTC 060 & 068
Douglas College	OADM 1115			
North Island College	ABT 135			
Northwest Community College	ABT 256			Database
Okanagan College	OADO 168	OADM 168		Databases
Thompson Rivers University	ABTS 1230	ABTS 1230		Database
Vancouver Community College	ABUT 1030			
Vancouver Island University	ABTO 144T	ABTP 148T		Office Computer Applications III

## **DESKTOP PUBLISHING**

### **Learning Outcomes**

Upon successful completion of this course you will be able to:

- 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
- Identify and use typographic controls and special effects
- Use templates, master pages, and style sheets to produce consistent documents efficiently

<b>DESKTOP PUBLISHING</b> ( <a href="#">Click here to return to Table of Contents</a> )				
<b>College</b>	<b>BC Campus Course Number</b>	<b>Institution Course Number</b>		<b>Institution Course Name</b>
		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia				
Douglas College				
North Island College	ABT 151			
Northwest Community College	ABT 228			
Okanagan College	OADO 171	OADM 171		Desktop Publishing
Thompson Rivers University	ABTS 1120	ABTS 1120		Desktop Publishing
Vancouver Community College	ABUT 1051			Desktop Publishing
Vancouver Island University	ABTO 148T	ABTP 149T		Office Computer Applications IV

## ABT/OA BC Campus Online-Onsite Course Equivalencies 2015-2016

### HUMAN RELATIONS

#### Learning Outcomes

Upon completion of this course, you will reliably demonstrate the ability to:

- Develop a professional image and a positive attitude for the workplace
- Identify and practice team-building skills
- Apply problem-solving techniques
- Explain the value and importance of maintaining standards of conduct that are appreciated and accepted in the workplace
- Demonstrate an understanding of how interpersonal skills affect personal and professional development
- Participate as a productive member of a group or team
- Identify and employ conflict management techniques.

<b>HUMAN RELATIONS</b> <a href="#">(Click here to return to Table of Contents)</a>				
<b>College</b>	<b>BC Campus Course Number</b>	<b>Institution Course Number</b>		<b>Institution Course Name</b>
		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 075	ABTH 070		Human Relations
North Island College	ABT 109			
Northwest Community College	ABT 171			
Okanagan College	OADO 180	OADM 180		Self-Management Skills
Thompson Rivers University	ABTS 1500	ABTS 1500		Human Relations
Vancouver Community College	ABUT 1002			
Vancouver Island University	ABTO 112T	ABTP 136T		Human Relations and Office Procedures

## INTEGRATED PROJECTS - ACCOUNTING

### Learning Outcomes

Upon successful completion of this course you will be able to:

- Design and create a comprehensive solution to a real-world business challenge
- Make decisions in matching tasks with appropriate software
- Prepare a variety of documents integrating multiple software applications
- Be resourceful in obtaining, organizing, analyzing, evaluating, and managing information
- Use critical-thinking skills to make effective decisions and solve problems creatively

INTEGRATED PROJECTS - ACCOUNTING <a href="#">(Click here to return to Table of Contents)</a>				
College	BC Campus Course Number	Institution Course Number		Institution Course Name
		Onsite	Online	
Okanagan College	OADO 156*	OADM 156		Accounting Assistant Simulation *Integrated Project - Accounting
Vancouver Community College	ABUT 1040			Integrated Projects - Accounting
Vancouver Island University	ABTO 162T	ABTP 186T		Office Simulation I

## **INTEGRATED PROJECTS - ADMINISTRATIVE**

### **Learning Outcomes**

Upon successful completion of this course you will be able to:

- Design and create a comprehensive solution to a real-world business challenge
- Make decisions in matching tasks with appropriate software
- Prepare a variety of documents integrating multiple software applications
- Be resourceful in obtaining, organizing, analyzing, evaluating, and managing information
- Use critical thinking skills to make effective decisions and solve business problems creatively

<b>INTEGRATED PROJECTS - ADMINISTRATIVE</b> <a href="#">(Click here to return to Table of Contents)</a>				
<b>College</b>	<b>BC Campus Course Number</b>	<b>Institution Course Number</b>		<b>Institution Course Name</b>
		<b>Onsite</b>	<b>Online</b>	
North Island College	ABT 152			
Northwest Community College	ABT 229			Integrated Projects
Okanagan College	OADO 127*	OADM 127		Simulation *Integrated Projects - Administrative
Thompson Rivers University	ABTS 1250	ABTS 1250		Integrated Project
Vancouver Community College	ABUT 1052			Integrated Projects - Administrative
Vancouver Island University	ABTO 160T	ABTP 187T		Office Simulation II

## **JOB SEARCH**

### **Learning Outcomes**

On successful completion of this course, you will be able to plan and implement a successful employment campaign that includes:

- Assessing your work skills and job readiness
- Composing effective resumes and employment communication
- Preparing a career portfolio that provides evidence of employment-related skills, abilities, and achievements
- Completing application forms accurately and effectively
- Networking and researching employment opportunities
- Utilizing the Internet for job search and career-planning research
- Identifying employers' expectations for a positive attitude and professional image
- Preparing for and participating effectively in employment interviews

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<b>JOB SEARCH</b> ( <a href="#">Click here to return to Table of Contents</a> )				
<b>College</b>	<b>BC Campus Course Number</b>	<b>Institution Course Number</b>		<b>Institution Course Name</b>
		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 095			
North Island College	ABT 120			
Northwest Community College	ABT 177			Job Search Techniques
Okanagan College	OADO 181	OADM 181		Job Search
Thompson Rivers University	ABTS 1510	ABTS 1510		Job Search
Vancouver Community College	ABUT 1013			
Vancouver Island University	ABTO 126T	ABTO 135T		Employment Strategies



## KEYBOARDING I

### Learning Outcomes

Upon successful completion of this course you will be able to:

- Keyboard accurately and proficiently by touch\*
- Proofread quickly and accurately
- Apply basic ergonomic principles
- Build keyboard speed and accuracy
- Manage time effectively
- Work independently and follow written directions

\*Touch is the ability to keyboard accurately without looking at your fingers. This ability is the key to a steady increase in speed and accuracy.

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<b>KEYBOARDING I</b> <a href="#">(Click here to return to Table of Contents)</a>				
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		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 065			
Douglas College	OADM 1106	OADM 1103		Introduction to Keyboarding
North Island College	ABT 100			
Northwest Community College	ABT 111			Keyboarding I
Okanagan College	OADO 173	OADM 174		Keyboarding *Keyboarding 1 plus successful completion of OADO 174
Thompson Rivers University	ABTS 1130	ABTS 1130		Keyboarding I
Vancouver Community College	ABUT 1024			
Vancouver Island University	ABTO 101T	ATP 146T		Office Computer Applications

## KEYBOARDING II

### Learning Outcomes

Upon successful completion of this course you will be able to:

- Keyboard proficiently and accurately
- Manage time effectively by setting objectives, organizing, planning, prioritizing, and scheduling activities, routines, and practice
- Assess and analyze personal learning needs, set learning objectives and goals, and formulate plans for implementation
- Work independently and follow written instructions

Skill building Mastery is an advanced keyboarding course designed to increase your keying speed and accuracy to achieve or exceed your certificate requirements. Timing drills include 15-second, 30-second, 1-to 5-minute timings with emphasis on longer timings. The alphabetic and punctuation keys, keyboard numbers and symbols are covered in 41 lessons. Every lesson must be completed successfully within the required accuracy goals before you can move on to the next lesson. Students must plan to keyboard regularly and follow the schedule outlined by the instructor.

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<b>KEYBOARDING II</b> ( <a href="#">Click here to return to Table of Contents</a> )				
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		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 066	ABTT 050		Keyboarding Skill Development
North Island College	ABT 102	ABT 102		Speed Development
Northwest Community College	ABT 286			Keyboarding II
Okanagan College	OADO 174*	OADM 174		Keyboarding *plus successful completion of OADO 173
Thompson Rivers University	ABTS 1140	ABTS 1140		Keyboarding II
Vancouver Community College	ABUT 1034			
Vancouver Island University	ABTO 102T	ABTP 146T		Office Computer Applications I

## OUTLOOK (Groupware/Contact Management)

### Learning Outcomes

Upon successful completion of this course you will be able to:

- Send, receive, and manage email communication
- Plan tasks and schedules for managing important dates and appointments
- Integrate Outlook with other programs
- Manage contacts through the creation and maintenance of an address database
- Organize and manage Outlook folders

OUTLOOK (Groupware/Contact Management) <a href="#">(Click here to return to Table of Contents)</a>				
College	BC Campus Course Number	Institution Course Number		Institution Course Name
		Onsite	Online	
North Island College	ABT 150			
Northwest Community College	ABT 125			Outlook
Vancouver Community College	ABUT 1027			Outlook
Vancouver Island University	ABTO 146T	ABTP 156T		Electronic Information Management

## **PRESENTATION SOFTWARE**

### **Learning Outcomes**

On successful completion of this course, you will have reliably demonstrated the ability to:

- Plan, design, create, and deliver presentations
- Select and apply appropriate software tools to enhance and improve clarity of presentation content
- Critique presentation for correctness of content and format, professional appearance, creativity, and continuity
- Create handouts and speaker notes to accompany presentations
- Publish a presentation to the Web

<b>PRESENTATION SOFTWARE</b> <a href="#">(Click here to return to Table of Contents)</a>				
<b>College</b>	<b>BC Campus Course Number</b>	<b>Institution Course Number</b>		<b>Institution Course Name</b>
		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 069			
North Island College	ABT 126			
Northwest Community College	ABT 266			Presentations
Okanagan College	OADO 165	OADM 165		Presentation Graphics
Thompson Rivers University	ABTS 1240	ABTS 1240		Introduction to Presentation Software
Vancouver Community College	ABUT 1031			
Vancouver Island University	ABTP 140T	ABTP 146T		Office Computer Applications I

## RECORDS MANAGEMENT

### Learning Outcomes:

Upon successful completion of this course you will be able to:

- Define terminology used in records management
- Identify and explain the use of different types of filing equipment
- Identify and explain the use of different types of filing supplies
- Index, code, cross-reference, and sort incoming letters and copies of outgoing letters for individuals, businesses, and governments
- Store and retrieve documents applying ARMA rules in an alphabetic filing system
- Store and retrieve documents using subject, numeric, and geographical filing systems
- Explain the advantages and disadvantages of each of these systems
- Maintain a tickler file
- Process "request-for-record" forms and charge-out requests
- Explain follow-up procedures relating to overdue records
- Identify techniques involved in managing electronic records

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<b>RECORDS MANAGEMENT</b> <a href="#">(Click here to return to Table of Contents)</a>				
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		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 091*	ABTP 072		Office Procedures *plus successful completion of ABTC 090
North Island College	ABT 110*			
Northwest Community College	ABT 181			Records Management
Okanagan College	OADO 135			Records Management
Thompson Rivers University	ABTS 1540			Records Management
Vancouver Community College	ABUT 1012	ABTO 104T		Records Management



## **SPREADSHEETS I**

### **Learning Outcomes**

Upon successful completion of this course you will be able to:

- Plan, create, modify, and present spreadsheets
- Organize, edit and enhance data in spreadsheets to achieve business standards
- Use formulas and built-in functions appropriately and correctly to solve problems and critically assess the results
- Design efficient spreadsheets capable of answering "what-if" questions to solve business problems
- Plan, organize, create and present spreadsheet data in graphic form

**ABT/OA BC Campus Online-Onsite Course Equivalencies 2015-2016**

**SPREADSHEETS I** [\(Click here to return to Table of Contents\)](#)

College	BC Campus Course Number	Institution Course Number		Institution Course Name
		Onsite	Online	
College of New Caledonia	ABTC 068*	ABTW 073		Microcomputers Applications I *plus successful completion of ABTC 060 & 067
Douglas College	OADM 1117			Spreadsheets I
North Island College	ABT 145			
Northwest Community College	ABT 273			Spreadsheets I
Okanagan College	OADO 169	OADM 169		Spreadsheets
Thompson Rivers University	ABTS 1210	ABTS 1210		Spreadsheets I
Vancouver Community College	ABUT 1026			
Vancouver Island University	ABTO 122T	ABTP 148 T		Office Computer Applications III

## ABT/OA BC Campus Online-Onsite Course Equivalencies 2015-2016

### SPREADSHEETS II

#### Learning Outcomes

Upon successful completion of this course you will be able to:

- Plan, create, modify, and present spreadsheets containing advanced list functions with filters, formatting, PivotTables and PivotCharts
- Create hyperlinks in Excel spreadsheets to connect files
- Consolidate information from multiple worksheets using 3-D references
- Plan, create and present a custom Excel application using complex functions and macros
- Use built-in financial, logical, and lookup functions appropriately and correctly to solve problems and critically assess the results

<b>SPREADSHEETS II</b> <a href="#">(Click here to return to Table of Contents)</a>				
<b>College</b>	<b>BC Campus Course Number</b>	<b>Institution Course Number</b>		<b>Institution Course Name</b>
		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 072			
North Island College	ABT 146			
Northwest Community College	ABT 274			Spreadsheets II
Thompson Rivers University	ABTS 1220	ABTS 1220		Spreadsheets II
Vancouver Community College	ABUT 1026			
Vancouver Island University	ABTO 124T	ABTP 148T		Office Computer Applications III

## TRANSCRIPTION

### Learning Outcomes

Upon successful completion of this course you will have reliably demonstrated the ability to:

- Identify, set up, and operate transcription equipment and software
- Use previously learned keyboarding, grammar, spelling, proofreading, and punctuation skills to prepare typical business documents from audio dictation
- Use a word processing program to rapidly transcribe and format business letters, memos, forms, and reports to an acceptable professional standard.

<b>TRANSCRIPTION</b> <a href="#">(Click here to return to Table of Contents)</a>				
<b>College</b>	<b>BC Campus Course Number</b>	<b>Institution Course Number</b>		<b>Institution Course Name</b>
		<b>Onsite</b>	<b>Online</b>	
Okanagan College	OADO 126	OADM 126		Transcription

## WEB DESIGN AND MAINTENANCE

### Learning Outcomes

Upon successful completion of this course you have reliably demonstrated the ability to:

- Understand the process of planning, constructing, and testing a website
- Discuss the principles of website information presentation and viewer interaction
- Understand website navigation options and planning
- Apply the principles of website visual unity, balance, and proportion
- Write text for a specific website audience to clearly convey intended message and purpose
- Manipulate images and graphics to enhance website messages and themes as well as improve user interface
- Learn HTML to apply formatting and text style
- Troubleshoot web pages
- Understand website hosting
- Upload and download complete sets of website files to a live server

**ABT/OA BC Campus Online-Onsite Course Equivalencies 2015-2016**

<b>WEB DESIGN AND MAINTENANCE</b> <a href="#">(Click here to return to Table of Contents)</a>				
<b>College</b>	<b>BC Campus Course Number</b>	<b>Institution Course Number</b>		<b>Institution Course Name</b>
		<b>Onsite</b>	<b>Online</b>	
Okanagan College	OADO 170			Managing a Web Site for Business
Thompson Rivers University	ABTS 1260	ABTS 1260		Website Maintenance and Design
Vancouver Community College	ABUT1053			Web Design and Maintenance
Vancouver Island University	ABTO 168T	ABTP 149T		Office Computer Applications IV

## **WORD PROCESSING I**

### **Learning Outcomes**

Upon successful completion of this course you will be able to:

- Create, save, print, close, open, and edit a Word document
- Enhance documents with character formatting including all caps, bold, underlining, italics, fonts
- Format paragraphs with text alignment, indent text, and change line spacing, display non-printing characters, insert special symbols, bullets, and numbers
- Adjust page breaks and section breaks, control text flow, change margins in a document, create custom tab settings, including left, right, centre, decimal, and vertical tabs
- Copy, move, rename, and print multiple documents
- Proof all types of business documents with the spell checker and thesaurus and improve the grammar of written documents with the grammar checker
- Utilize special features in Word 2013 documents such as AutoText, spacing between paragraphs, date and time, dropped capital letters, and templates

**ABT/OA BC Campus Online-Onsite Course Equivalencies 2015-2016**

<b>WORD PROCESSING I</b> ( <a href="#">Click here to return to Table of Contents</a> )				
<b>College</b>	<b>BC Campus Course Number</b>	<b>Institution Course Number</b>		<b>Institution Course Name</b>
		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 070			
Douglas College	OADM 1108			Word Processing I
North Island College	ABT 116			
Northwest Community College	ABT 131			Word Processing I
Okanagan College	OADO 175*	OADM 175		Word Processing I *plus successful completion of OADO 176
Thompson Rivers University	ABTS 1100	ABTS 1100		Word Processing I
Vancouver Community College	ABUT 1029			
Vancouver Island University	ABTO 114T	ABTP 146T		Office Computer Applications I



## **WORD PROCESSING II**

### **Learning Outcomes**

Upon successful completion of this course you will be able to:

- Create a data source with mail merge and merge the records to a main document or to labels and envelopes
- Create and format tables
- Use borders, clip art, shapes, and WordArt in documents
- Format documents using features such as hyphenating, multi-level lists, and find and replace
- Create charts and import data from Excel
- Record and run macros
- Format text with styles
- Sort paragraphs, columns, and tables
- Create and format forms
- Format reports according to provided guidelines using features such as footnotes, page numbering, headers and footers, and table of contents

**ABT/OA BC Campus Online-Onsite Course Equivalencies 2015-2016**

<b>WORD PROCESSING II</b> ( <a href="#">Click here to return to Table of Contents</a> )				
<b>College</b>	<b>BC Campus Course Number</b>	<b>Institution Course Number</b>		<b>Institution Course Name</b>
		<b>Onsite</b>	<b>Online</b>	
College of New Caledonia	ABTC 071	ABTW 043		Word Processing I - III
Douglas College	OADM 1228			
North Island College	ABT 117			
Northwest Community College	ABT 236			Word Processing II
Okanagan College	OADO 176*	OADM 176		Word Processing II *plus successful completion of OADO 175
Thompson Rivers University	ABTS 1110	ABTS 1110		Word Processing II
Vancouver Community College	ABUT 1038			
Vancouver Island University	ABTO 116T	ABTP 147 T		Office Computer Applications II

**ABT/OA BC Campus Online-Onsite Course Equivalencies 2015-2016**

BC Campus Course Name	BC Campus Online ABT/OA Course Numbers by Institution								
	CNC	DG	NIC	NWCC	Okanagan	TRU	VCC	VIU	YK
Online Learner Success	ABTC-050	OADM 1104	ABT 020	ABT 101	OADO 099	ABTS 1550	ABUT 1023	ABTO 100T	ABTO 100
Accounting I	ABTC-081	OADM 1242	ABT 161	ABT 221	OADO 140	ABTS1430	ABUT 1008	ABTO 132T	ABTO 101
Accounting II	ABTC-082		ABT 162	ABT 226	OADO 141	ABTS 1440	ABUT 1028	ABTO 134T	ABTO 201
Administrative Procedures	ABTC-090		ABT 111	ABT 136	EABTOADO 120	ABTS 1530	ABUT 1032	ABTO 106T	ABTO 102
Business Communications	ABTC-086	OADM 1219	ABT 149	ABT 251	OADO 111	ABTS 1310	ABUT 1007	ABTO 128T	ABTO 103
Business English	ABTC-085	OADM 1107	ABT 148	ABT 151	OADO 110	ABTS 1300	ABUT 1006	ABTO 110T	ABTO 104
Business Math and Calculators	ABTC-080		ABT 147	ABT 191	OADO 130	ABTS 1450	ABUT 1003	ABTO 108T	ABTO 203
Computerized Accounting	ABTC-083		ABT 165	ABT 281	OADO 152	ABTS 1410	ABUT 1038	ABTO 138T	ABTO 111
Computers and the Internet	ABTC-060	OADM 1116	ABT 101	ABT 121	OADO 167	ABTS 1200	ABUT 1025	ABTO 118T	ABTO 105
Database	ABTC-067	OADM 1115	ABT 135	ABT 126	OADO 168	ABTS 1230	ABUT 1030	ABTO 144T	ABTO 106
Desktop Publishing			ABT 151	ABT 228	OADO 171	ABTS 1120	ABUT1051	ABTO 148T	ABTO 107
Human Relations	ABTC-075		ABT 109	ABT 171	OADO 180	ABTS 1500	ABUT 1002	ABTO 112T	ABTO 108
Integrated Projects - Accounting							ABUT 1040	ABTO 160T	ABTO 109
Integrated Projects - Administrative			ABT 152	ABT 229	OADO 127		ABUT 1052	ABTO 162T	ABTO 110
Job Search	ABTC-095		ABT 120	ABT 177	OADO 181	ABTS 1510	ABUT 1013	ABTO 126T	ABTO 112
Keyboarding I	ABTC-065	OADM 1106	ABT 100	ABT 111	OADO 100	ABTS 1130	ABUT 1024	ABTO 101T	ABTO 113
Keyboarding II	ABTC-066		ABT 102		OADO 101	ABTS 1140	ABUT 1034	ABTO 102T	ABTO 213
Keyboarding II CP				ABT 286					
Outlook			ABT 150	ABT 227			ABUT 1027	ABTO 156T	ABTO 114
Presentation Software	ABTC-069		ABT 126	ABT 166	EABT 165	ABTS 1240	ABUT 1031	ABTO 146T	ABTO 115

## ABT/OA BC Campus Online-Onsite Course Equivalencies 2015-2016

BC Campus Course Name	BC Campus Online ABT/OA Course Numbers by Institution								
	CNC	DG	NIC	NWCC	Okanagan	TRU	VCC	VIU	YK
Records Management	ABTC-091		ABT 110	ABT 181	EABT 121	ABTS 1550	ABUT 1012	ABTO 104T	ABTO 116
Spreadsheets I	ABTC-068	OADM 117	ABT 145	ABT 273	EABT 169	ABTS 1210	ABUT 1026	ABTO 122T	ABTO 117
Spreadsheets II	ABTC-072		ABT 146	ABT 274	EABT 171	ABTS 1220	ABUT 1036	ABTO 124T	ABTO 217
Transcription					EABT126				ABTO 118
Web Design and Maintenance					EABT 170	ABTS 1260	ABUT 1053	ABTO 168T	ABTO 119
Word Processing I	ABTC-070	OADM 1108	ABT 116	ABT 131	EABT 102	ABTS 1100	ABUT 1029	ABTO 114T	ABTO 120
Word Processing II	ABTC-071	OADM 1228	ABT 117	ABT 236	EABT 103	ABTS 1110	ABUT 1039	ABTO 116T	ABTO 220

OC	Okanagan College
CNC	College of New Caledonia
DG	Douglas College
NIC	North Island College
NLC	Northern Lights College
TRU	Thompson Rivers University
VCC	Vancouver Community College
VIU	Vancouver Island University
YK	Yukon College