

TRANSFER GUIDE

for

**BCcampus
Online Courses in**

APPLIED BUSINESS TECHNOLOGY/OFFICE ADMINISTRATION

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for BCcampus Online Courses in
APPLIED BUSINESS TECHNOLOGY/OFFICE
ADMINISTRATION
Project Contractor: Diane Blaney

Background and Introduction

At the October 2001 meeting of the provincial coordinators for Applied Business Technology/Office Administration (ABT/OA) programs a motion was passed directing the Business Educators' Articulation Committee (BEAC) to submit a proposal to the British Columbia Council on Admissions and Transfers for funding of a project to create a Transfer Guide. The Transfer Guide was to include all core courses offered onsite at the public colleges and university colleges throughout the province. This project was coordinated by Diane Blaney of Capilano College and the completed document was adopted by BEAC in October 2003.

This Transfer Guide on the BCCAT website provides students with current information on transfer possibilities. The process is student driven and clearly outlines the pathway for transferring credit acquired in onsite courses taken at one provincial public post-secondary institution to another.

ABT/OA has been offering online courses since January 2000. Funding for the first course development was the result of Provincially Initiated Curriculum (PIC) grant from the Centre for Curriculum, Transfer and Technology (C2T2). In a collaborative environment, faculty from several colleges initially developed nine core courses. Two additional PIC grants funded the development of the balance of the twenty courses now offered to students through BCcampus. Throughout the development process, collaboration between all the partners in this venture has contributed to its success and continued growth.

Online courses have been approved by Education Councils at individual colleges. While the course name and content is consistent for all colleges, course numbers are not. At its regular meeting in May 2003, by motion duly made,

seconded and carried unanimously BEAC coordinators recommended that an application be made for additional BCCAT funding to have the online courses included in the ABT/OA Transfer Guide. It was recommended that Diane Blaney be asked to coordinate this project.

Participants

The following 13 colleges participated in this project. They provided a list of course numbers for all BCcampus courses that had received Education Council approval at their individual college. (It should be noted that some colleges have not taken all courses through the approval process.) They also provided, where applicable, the course name and number of any onsite courses considered equivalent within their institution. They met to review and achieve consensus on the transfer guidelines recommended by the Project Contractor.

- Capilano College: Marion Cragg
- College of New Caledonia: Shannon Bezo
- College of the Rockies: Kathy Hagman
- Douglas College: Julie Crothers
- Malaspina University College: Betty Serjeant
- North Island College: Penny Dubak
- Northwest Community College: Sandy Clark
- Northern Lights College: Gloria Millsap
- Okanagan University College: Edie Stolwijk
- Selkirk College: Jackie Chapin
- University College of the Cariboo: Phyllis Woeppel
- University College of the Fraser Valley: Maureen Kiner
- Vancouver Community College: Karen Shortt

Kwantlen University College and Camosun College do not offer online courses and were, therefore, not participants in this project.

Methodology

Each of the ABT/OA online courses has one common course outline. The learning objectives in each of the course outlines which are approved by Education Councils at each individual college are identical. The identical course curricula are taught by all colleges, therefore, there was no need to request, review or compare learning outcomes in order to establish articulation. The Project Coordinator requested each college to complete a form (Schedule A) which listed the course number for each of the common courses along with the course number and name of any onsite courses considered equivalent to the online course at that college. The data collected from the participating colleges was collated and consolidated into the following two draft documents.

ABT/OA BCcampus Course Number Equivalencies

- This summary details the common course name of the online course and the course numbers assigned by each college. (Schedule B)

ABT/OA Online/Onsite Course Equivalencies

- The online course number along with the onsite equivalent course number and name is summarized for each of the common ABT/OA online courses. (Schedule C) These draft documents were circulated to provincial program coordinators for review and feedback
- The Project Contractor met with participating provincial coordinators at Vancouver Community College on October 21, 2004, to review the recommendations previously circulated to all institutions.
- The recommendations were approved and/or revisions suggested to the Project Contractor.
- Revisions were made to the original document by the Project Contractor.

Recommended Transfer Pathways

By motion duly made, seconded and carried unanimously, the attached ABT/OA Transfer Guidelines (Schedules B and C) were approved by the provincial coordinators at their annual meeting in October 2004.

Maintaining Currency: A process for revisions

At the May 2003 articulation meeting held at Okanagan University College in Kelowna, the provincial coordinators adopted the following as a method to be used to maintain currency of the Transfer Guide database for onsite courses

1. At the annual October meeting of the provincial coordinators a Course Review Committee will be established. This committee is to be comprised of a group of faculty (not necessarily drawn from the coordinator group) that reflects the various disciplines within ABT/OA.
2. The Review Committee will call on the colleges to submit for review and consideration for addition to the database any new courses created at individual colleges during the past year. The Review Committee will also request that colleges review the database of courses and advise the Review Committee of any courses that have, since the last update, been removed from the offering of any individual college.
3. The Review Committee will examine new courses and compare them to existing categories to determine if they are substantially the same as other courses in the group. If so, they will recommend the addition of the course to the database; if not, they may create a new category in order to add the course to the database.
4. The Review Committee recommendations will be presented for discussion at the annual Articulation Meeting in May of each year.
5. The Review Committee will recommend any additions/deletions to the provincial coordinators (Business Educators' Articulation Committee) .
6. The provincial coordinators will adopt the recommended revisions for implementation and addition to the database at the annual October meeting.
7. The Provincial Chairperson will submit a report on approved updates to the B.C. Council for Admissions and Transfers subsequent to the October meeting.

Courses offered online through BCcampus are common to all, therefore, maintaining currency of the BCcampus-ABT/OA Transfer Guide will be limited to revising course numbers for the online courses when deemed necessary from time to time by individual colleges and/or any changes in onsite articulation that results in a decision by any college that the online course can no longer be considered equivalent. In these instances the above process will applied

Preamble

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, which are being transferred, **may** need to have been completed within the two years immediately prior to the application for transfer credit.

Capilano Online Course No.	Capilano On-site Articulated Equivalent Course No.	Capilano On-site Articulated Equivalent Course Name	Online Course	[Delete and type name of your college here] Online Course Number	On-site Articulated Equivalent Course No.	On-site Articulated Equivalent Course Name
ABTO100			OLS			
ABTO 131	BTEC 117	Accounting Procedures I	Accounting I			
ABTO 132	BTEC 217	Accounting Procedures II	Accounting II			
ABTO 102			Admin Procedures			
ABTO 120	BTEC 111	Business English I	Business English			
ABTO 130			Business Math			
ABTO 134			Computerized Accounting			
ABTO 121	BTEC 211	Business Writing	Communications			
ABTO 101			Computers and the Internet			
ABTO 115	BTEC 124	Computer Applications	Database			
ABTO 140			Human Resources			
ABTO 116	BTEC 124	Computer Applications	Presentations			
ABTO 141			Job Search			
ABTO 110	BTEC 124	Computer Applications	Keyboarding			
ABTO 112	BTEC 124	Computer Applications	Keyboarding II			
ABTO 103			Records Management			
ABTO 114	BTEC 124	Computer Applications	Spreadsheets I			
ABTO 133			Spreadsheets II			
ABTO 111	BTEC 124	Computer Applications	Word Processing I			
ABTO 113			Word Processing II			

Comments:
 All courses highlighted above must be successfully completed to transfer to BTEC 124

Comments:

ABT/OA BCcampus Course Number Equivalencies

Schedule B

BCcampus COURSE NAME	COURSE NUMBERS at BC COLLEGES												
	CP	CNC	CotR	DG	MUC	NIC	NLC	NWCC	OUC	SC	UCC	UCFV	VCC
Online Learner Success	ABTO 100	ABTC-050		OADM 1104	ABTO 100T	BIP 020	CARE 105	BTEC 101	EABT 099	ABT 101	ABTS 156	Comp 073	ABUT 1001
Accounting I	ABTO 131	ABTC-081		OADM 1242	ABTO 132T	ABT 161	ABTO 110	BTEC 221	EABT 140		ABTS 143	ABT 143	ABUT 1008
Accounting II	ABTO 132	ABTC-082			ABTO 134T	ABT 162	ABTO 180	BTEC 226	EABT 141		ABTS 144	ABT 108	ABUT 1018
Administrative Procedures	ABTO 102	ABTC-090			ABTO 106T	BOA 111	ABTO 156	BTEC 136	EABT 120	ABT 123	ABTS 153		ABUT 1011
Business English	ABTO 120	ABTC-085	ABT 133	OADM 1107	ABTO 110T	BOA 148	ABTO 165	BTEC 151	EABT 110		ABTS 130		ABUT 1006
Business Math and Calculators	ABTO 130	ABTC-080			ABTO 108T	BIP 147	ABTO 120	BTEC 191	EABT 130		ABTS 145		ABUT 1003
Computerized Accounting	ABTO 134	ABTC-083	ABT 145		ABTO 138T	ABT 165	ABTO 182	BTEC 281	EABT 152		ABTS 141	ABT 128	ABUT 1020
Business Communications	ABTO 121	ABTC-086	ABT233	OADM 1219	ABTO 128T	BOA 149	ABTO 195	BTEC 251	EABT 111		ABTS 131		ABUT 1007
Computers and the Internet	ABTO 101	ABTC-060		OADM 1116	ABTO 118T	BIP 090	ABTO 119	BTEC 121	EABT 167	ABT 120	ABTS 120		ABUT 1004
Database	ABTO 115	ABTC-067		OADM 1115	ABTO 144T	BIP 135	ABTO 124	BTEC 126	EABT 168		ABTS 123	ABT 110	ABUT 1019
Human Relations	ABTO 140	ABTC-075			ABTO 112T	BOA 109	ABTO 116	BTEC 171	EABT 180	ABT 118	ABTS 150		ABUT 1002
Presentation Software	ABTO 116	ABTC-069			ABTO 140T	BIP 126	ABTO 194	BTEC 166	EABT 165		ABTS 124		ABUT 1022
Job Search	ABTO 141	ABTC-095			ABTO 126T	BOA 101	ABTO 187	BTEC 177	EABT 181		ABTS 151		ABUT 1013
Keyboarding I	ABTO 110	ABTC-065		OADM 1106	ABTO 101T	BIP 099	ABTO 112	BTEC 111	EABT 100		ABTS 113		ABUT 1000
Keyboarding II	ABTO 112	ABTC-066			ABTO 102T	BIP 102	ABTO 173	BTEC 286	EABT 101		ABTS 114	ABT 131	ABUT 1010
Records Management	ABTO 103	ABTC-091			ABTO 104T	BOA 110	ABTO 163	BTEC 181	EABT 121	ABT 123	ABTS 155		ABUT 1012
Spreadsheets I	ABTO 114	ABTC-068			ABTO 122T	BIP 145	ABTO 121	BTEC 273	EABT 169		ABTS 121		ABUT 1014
Spreadsheets II	ABTO 133	ABTC-072			ABTO 124T	BIP 146	ABTO 161	BTEC 274	EABT 171		ABTS 122		ABUT 1017
Word Processing I	ABTO 111	ABTC-070		OADM 1108	ABTO 114T	BIP 106	ABTO 128	BTEC 131	EABT 102		ABTS 110		ABUT 1005
Word Processing II	ABTO 113	ABTC-071		OADM 1228	ABTO 116T	BIP 107	ABTO 168	BTEC 236	EABT 103		ABTS 111		ABUT 1015

ABT/OA Online/Onsite Course Equivalencies

ONLINE LEARNER SUCCESS			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 100		
College of New Caledonia	ABTC 050		
College of the Rockies			
Douglas College	OADM 1104		
Malaspina University College	ABTO 100T		
North Island College	BIP 020		
Northern Lights College	CARE 105		
Northwest Community College	BTEC 101		
Okanagan University College	EABT 099		
Selkirk College	ABT 101		
University College of the Cariboo	ABTS 156		
University College of the Fraser Valley	COMP 073		
Vancouver Community College	ABUT 1001		

ABT/OA Online/Onsite Course Equivalencies

ACCOUNTING I			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 131	BTEC 117	Accounting Procedures I
College of New Caledonia	ABTC 081		
College of the Rockies			
Douglas College	OADM 1242		
Malaspina University College	ABTO 132T		
North Island College	ABT 161*	ABT 160	Accounting *plus successful completion of ABT 162
Northern Lights College	ABTO 110	ABTC 111	Accounting I
Northwest Community College	BTEC 221	BTEC 221	Accounting I
Okanagan University College	EABT 140*	ABT 140	Accounting *plus successful completion of EABT 141
Selkirk College		ABT 152	Bookkeeping I
University College of the Cariboo	ABTS 143*	ABTS 140	Financial Accounting *plus successful completion of ABTS 144
University College of the Fraser Valley	ABT 143	ABT 143	Bookkeeping 1
Vancouver Community College	ABUT 1008		

ABT/OA Online/Onsite Course Equivalencies

ACCOUNTING II			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 132	BTEC 217	Accounting Procedures II
College of New Caledonia	ABTC 082	ABTA 070 or ABTB 073	Secretarial Bookkeeping or Financial Records
College of the Rockies			
Douglas College			
Malaspina University College	ABTO 134T	ABTP 122T	Accounting
North Island College	ABT 162*	ABT 160	Accounting *plus successful completion of ABT 161
Northern Lights College	ABTO 180	ABTC 151	Accounting II
Northwest Community College	BTEC 226	BTEC 226	Accounting II
Okanagan University College	EABT 141*	ABT 140	Accounting *plus successful completion of EABT 140
Selkirk College		ABT 252	Bookkeeping II
University College of the Cariboo	ABTS 144*	ABTS 140	Financial Accounting *plus successful completion of ABTS 143
University College of the Fraser Valley	ABT 108	ABT 108	Bookkeeping 2
Vancouver Community College	ABUT 1018		

ADMINISTRATIVE PROCEDURES			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABT 102		
College of New Caledonia	ABTC 090*	ABTP 072	Office Procedures *plus successful completion of ABTC 068.
College of the Rockies			
Douglas College			
Malaspina University College	ABTO 106T	ABTP 115T	Administrative Procedures and Technologies
North Island College	BOA 111		
Northern Lights College	ABTO 156	ABTC 156	Administrative Procedures I
Northwest Community College	BTEC 136	BTEC 136	Administrative Procedures
Okanagan University College	EABT 120*	ABT 120	Office Procedures and Records Management plus successful completion of EABT 121
Selkirk College	ABT 124	ABT 124	Administrative Procedures
University College of the Cariboo	ABTS 153	ABTS 153	
University College of the Fraser Valley			
Vancouver Community College	ABUT 1011		

ABT/OA Online/Onsite Course Equivalencies

BUSINESS ENGLISH			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 120	BTEC 111	Business English I
College of New Caledonia	ABTC 085	ABTE 074	Business Communications I
College of the Rockies	ABT 133	ABT 133	Business Communications 1
Douglas College	OADM 1107*	OADM 1240	Business Communication and Procedures *plus successful completion of OADM 1219
Malaspina University College	ABTO 110T	ABTP 130T	Business English
North Island College	BOA 148*	BOA 144	Business Communications *plus successful completion of BOA 149
Northern Lights College	ABTO 165	ABTC 165	Business Communication II
Northwest Community College	BTEC 151	BTEC 151	Business English
Okanagan University College	EABT 110	ABT 110	Communications I
Selkirk College		ABT 127 and ABT 129	Business English I Business English II
University College of the Cariboo	ABTS 130	ABTS 130	Business Communications I
University College of the Fraser Valley			
Vancouver Community College	ABUT 1006		

BUSINESS MATH AND CALCULATORS			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 130		
College of New Caledonia	ABTC 080	ABTB 070	Electronic Calculations
College of the Rockies			
Douglas College			
Malaspina University College	ABTO 108T	ABTP 120T	Business Math and Calculators
North Island College	BIP 147	BIP 143	Computational Skills
Northern Lights College	ABTO 120	ABTC 120	Business Math & Calculations I
Northwest Community College	BTEC 191	BTEC 191	Business Calculators and Mathematics
Okanagan University College	EABT 130	ABT 130	Business Math and Electronic Calculators
Selkirk College		ABT 116	Business Calculators
University College of the Cariboo	ABTS 145		
University College of the Fraser Valley			
Vancouver Community College	ABUT 1003		

COMPUTERIZED ACCOUNTING			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 134		
College of New Caledonia	ABTC 083	ABTA 071 or ABTA 078	Computerized Bookkeeping
College of the Rockies	ABT 145	ABT 145	Computerized Bookkeeping: Simply Accounting
Douglas College			
Malaspina University College	ABTO 138T	ABTP 123T	Computer Accounting
North Island College	ABT 165	ABT 165	Computerized Accounting
Northern Lights College	ABTO 182	ABTC 182	Automated Accounting
Northwest Community College	BTEC 281	BTEC 281	Computerized Accounting
Okanagan University College	EABT 152	ABT 152	Simply Accounting
Selkirk College		ABT 254	Simply Accounting
University College of the Cariboo	ABTS 141	ABTS 141	Simply Accounting
University College of the Fraser Valley	ABT 128	ABT 128	Computerized Bookkeeping
Vancouver Community College	ABUT 1020		

BUSINESS COMMUNICATIONS			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 121	BTEC 211	Business Writing
College of New Caledonia	ABTC 086		
College of the Rockies	ABT 233	ABT 233	Business Communications II
Douglas College	OADM 1219*	OADM 1240	Business Communications & Procedures *plus successful completion of OADM 1107
Malaspina University College	ABTO 128T		
North Island College	BOA 149*	BOA 144	Business Communications *plus successful completion of BOA 148
Northern Lights College	ABTO 195	ABTC 195	Business Communications III
Northwest Community College	BTEC 251	BTEC 251	Business Communications
Okanagan University College	EABT 111	ABT 111	Letter and Report Writing
Selkirk College		ABT 128	Business Correspondence
University College of the Cariboo	ABTS 131	ABTS 131	Business Communications II
University College of the Fraser Valley			
Vancouver Community College	ABUT 1007		

COMPUTERS AND THE INTERNET			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 101		
College of New Caledonia	ABTC 060*	ABTW 073	Microcomputer Applications I *plus successful completion of ABTC 067 & 068.
College of the Rockies			
Douglas College	OADM 1116		
Malaspina University College	ABTO 118T		
North Island College	BIP 090	BIP 090	Introduction to Computers & the Internet
Northern Lights College	ABTO 119		
Northwest Community College	BTEC 121	BTEC 121	Introduction to Computers and the Internet
Okanagan University College	EABT 167	ABT 167	Computer Essentials and the Internet
Selkirk College	ABT 120	ABT 120	Introduction to Computers and Internet
University College of the Cariboo	ABTS 120	ABTS 120	
University College of the Fraser Valley			
Vancouver Community College	ABTU 1004		

ABT/OA Online/Onsite Course Equivalencies

DATABASE			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 115*	BTEC 124	Computer Applications *plus successful completion of ABTO 110 or 112, 111, 114, & 116
College of New Caledonia	ABTC 067*	ABTW 073	Microcomputer Applications I *plus successful completion of ABTC 060 & 068
College of the Rockies			
Douglas College	OADM 1115		
Malaspina University College	ABTO 144T	ABTP 153T	Database Systems
North Island College	BIP 135	BIP 135	Electronic Databases
Northern Lights College	ABTO 124	ABTC 124	Database Management I
Northwest Community College	BTEC 126	BTEC 126	Database
Okanagan University College	EABT 168	ABT 168	Databases
Selkirk College		ABT 136	MS Access I
University College of the Cariboo	ABTS 123	ABTS 123	Database
University College of the Fraser Valley	ABT 110	ABT 110	Database Management: Access
Vancouver Community College	ABUT 1019		

HUMAN RELATIONS			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABT 140		
College of New Caledonia	ABTC 075	ABTH 070	Human Relations
College of the Rockies			
Douglas College			
Malaspina University College	ABTO 112T	ABTP 133T	Business Communications III
North Island College	BOA 109		
Northern Lights College	ABTO 116	ABTC 116	Human Relations
Northwest Community College	BTEC 171	BTEC 171	Human Relations for Career Success
Okanagan University College	EABT 180	ABT 180	Self-Management Skills
Selkirk College	ABT 118	ABT 118	Human Relations
University College of the Cariboo	ABTS 150	ABTS 150	Human Relations
University College of the Fraser Valley			
Vancouver Community College	ABUT 1002		

PRESENTATION SOFTWARE			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABT 116*	BTEC 124	Computer Applications *plus successful completion of ABTO 110 or 112, 111, 114 & 115.
College of New Caledonia	ABTC 069		
College of the Rockies			
Douglas College			
Malaspina University College	ABTO 140T	ABTP 175T	Presentation Software
North Island College	BIP 126		
Northern Lights College	ABTO 194	ABTC 194	Presentation Software
Northwest Community College	BTEC 166	BTEC 166	Introduction to Presentations
Okanagan University College	EABT 165	ABT 165	Presentation Graphics
Selkirk College			
University College of the Cariboo	ABTS 124	ABTS 124	Presentation Software
University College of the Fraser Valley			
Vancouver Community College	ABUT 1022		

ABT/OA Online/Onsite Course Equivalencies

JOB SEARCH			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 141		
College of New Caledonia	ABTC 095		
College of the Rockies			
Douglas College			
Malaspina University College	ABTO 126T	ABTP 135T	Employment Strategies
North Island College	BOA 101	BOA 101	Job Search
Northern Lights College	ABTO 187	ABTC 187	Job Search Skills
Northwest Community College	BTEC 177	BTEC 177	Job Search Techniques
Okanagan University College	EABT 181	ABT 181	Job Search
Selkirk College		ABT 138	Job Search
University College of the Cariboo	ABTS 151	ABTS151	Job Search
University College of the Fraser Valley			
Vancouver Community College	ABUT 1013		

KEYBOARDING I			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 110*	BTEC 124	Computer Applications *plus successful completion of this course or ABTO 112, 111, 114, 115 & 116.
College of New Caledonia	ABTC 065		
College of the Rockies			
Douglas College	OADM 1106	OADM 1103	Introduction to Keyboarding
Malaspina University College	ABTO 101T		
North Island College	BIP 099	BIP 099	Introductory Keyboarding
Northern Lights College	ABTO 112	ABTC 112	Keyboarding I
Northwest Community College	BTEC 111	BTEC 111	Keyboarding I
Okanagan University College	EABT 100*	ABT 101	Word Processing II *plus successful completion of EABT 101, 102 & 103
Selkirk College		ABT 110	Keyboarding
University College of the Cariboo	ABTS 113	ABTS 113	Keyboarding I
University College of the Fraser Valley			
Vancouver Community College	ABUT 1000		

KEYBOARDING II			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 112*	BTEC 124	Computer Applications *plus successful completion of this course or ABTO 112, 111, 114, 115, & 116.
College of New Caledonia	ABTC 066	ABTT 050	Keyboarding Skill Development
College of the Rockies			
Douglas College			
Malaspina University College	ABTO 102T	ABTP 105T	Keyboarding Speed Development I
North Island College	BIP 102	BIP 102	Speed Development
Northern Lights College	ABTO 173	ABTC 173	Keyboarding II
Northwest Community College	BTEC 286	BTEC 286	Keyboarding Speed Level II
Okanagan University College	EABT 101*	ABT 101	Word Processing II *plus successful completion of EABT 100, 102 & 103
Selkirk College		ABT 111	Keyboarding Speed I
University College of the Cariboo	ABTS 114	ABTS 114	Keyboarding II
University College of the Fraser Valley	ABT 131	ABT 131	Keyboarding
Vancouver Community College	ABUT 1010		

RECORDS MANAGEMENT			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 103		
College of New Caledonia	ABTC 091*	ABTP 072	Office Procedures *plus successful completion of ABTC 090
College of the Rockies			
Douglas College			
Malaspina University College	ABTO 104T		
North Island College	BOA 110		
Northern Lights College	ABTO 163	ABTC 163	Records Management
Northwest Community College	BTEC 181	BTEC 181	Filing Systems and Management
Okanagan University College	EABT 121*	ABT 120	Office Procedures and Records Management *plus successful completion of EABT 120
Selkirk College	ABT 123	ABT 123	Records Management
University College of the Cariboo	ABTS 155		
University College of the Fraser Valley			
Vancouver Community College	ABUT 1012		

SPREADSHEETS I			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 114*	BTEC 124	Computer Applications *plus successful completion of ABTO 110 or 112, 111, 115, & 116
College of New Caledonia	ABTC 068*	ABTW 073	Microcomputer Applications I *plus successful completion of ABTC 060 & 067
College of the Rockies			
Douglas College			
Malaspina University College	ABTO 122T		
North Island College	BIP 145	BIP 145	Electronic Spreadsheets
Northern Lights College	ABTO 121	ABTC 121	Electronic Spreadsheets I
Northwest Community College	BTEC 273	BTEC 273	Electronic Spreadsheets
Okanagan University College	EABT 169	ABT 169	Spreadsheets
Selkirk College		ABT 134	MS Excel I
University College of the Cariboo	ABTS 121	ABTS 121	Spreadsheets I
University College of the Fraser Valley			
Vancouver Community College	ABUT 1014		

SPREADSHEETS II			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 133		
College of New Caledonia	ABTC 072		
College of the Rockies			
Douglas College			
Malaspina University College	ABTO 124T	ABTP 152T	Electronic Spreadsheets
North Island College	BIP 146		
Northern Lights College	ABTO 161	ABTC 161	Electronic Spreadsheets II
Northwest Community College	BTEC 274	BTEC 274	Advanced Electronic Spreadsheets
Okanagan University College	EABT 171		
Selkirk College		ABT 232	MS Excel II
University College of the Cariboo	ABTS 122	ABTS 122	Spreadsheets II
University College of the Fraser Valley			
Vancouver Community College	ABUT 1017		

WORD PROCESSING I			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 111*	BTEC 124	Computer Applications *plus successful completion of ABTO 110 or 112, 114, 115 & 116.
College of New Caledonia	ABTC 070		
College of the Rockies			
Douglas College	OADM 108		
Malaspina University College	ABTO 114T		
North Island College	BIP 106*	BIP 103	Keyboarding Applications I *plus successful completion of BIP 107
Northern Lights College	ABTO 128	ABTC 133	Word Processing I
Northwest Community College	BTEC 131	BTEC 131	Word Processing Level I
Okanagan University College	EABT 102*	ABT 101	Word Processing II *plus successful completion of EABT 100, 101 & 103
Selkirk College		ABT 113	MS Word I
University College of the Cariboo	ABTS 110	ABTS 110	Word Processing I
University College of the Fraser Valley			
Vancouver Community College	ABUT 1005		

WORD PROCESSING II			
College	Online Course Number	Onsite Course Number	Onsite Course Name
Capilano College	ABTO 113		
College of New Caledonia	ABTC 071	ABTW 043	Word Processing I - III
College of the Rockies			
Douglas College	OADM 1228		
Malaspina University College	ABTO 116T	ABTP 171T	Advanced Word Processing I
North Island College	BIP 107*	BIP 103	Keyboarding Applications I *plus successful completion of BIP 106
Northern Lights College	ABTO 168	ABTC 153	Word Processing II
Northwest Community College	BTEC 236	BTEC 236	Word Processing Level II
Okanagan University College	EABT 103*	ABT 101	Word Processing II *plus successful completion of EABT 100, 101 & 102
Selkirk College		ABT 114 and ABT 115	MS Word II MS Word III
University College of the Cariboo	ABTS 111	ABTS 111	Word Processing II
University College of the Fraser Valley			
Vancouver Community College	ABUT 1015		