DESCRIPTIVE PATHWAYS
for courses in

APPLIED BUSINESS TECHNOLOGY/OFFICE ADMINISTRATION

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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 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. When completed this document would describe clear pathways for student transfer between public post-secondary institutions throughout the province.

Programs providing training for office support workers have existed in the province for many years. Each of the public institutions in the province has developed curriculum for these programs and the courses contained therein based on the needs of their local business community. As a result, there are a number of different combinations of a variety of courses that are required for certification at the different institutions. The courses are generally taught in an instructor directed lecture/lab format or an instructor supervised self-paced format. Despite the format used or the arrangement of the courses within these programs, it is generally understood that, though instruction may occur in different formats, the outcome for the graduate is basically equal and certification from any institute requires that the graduate has successfully achieved similar outcomes.

The curriculum and content of the courses in ABT/OA has been regularly articulated at the articulation meeting held in May of each year. In 1996 the coordinators of the programs in the province adopted a core set of Provincial Learning Outcomes (Schedule A), outcomes that established standards that learners needed to demonstrate in order to graduate from the various programs offered throughout the province.

Developing this standard was a first step in improving the ease with which students could transfer their accreditation from one public post-secondary institution to another.

Students of ABT/OA programs have been a mobile group. Today more than ever students may begin a course of study at one provincial institution only to find that circumstances beyond their control require they move to another location. These students should not be required to begin again a course of study at their new institution that includes some or all of the courses successfully completed at their original institution.

Currently students must apply for transfer to each of the institutions on an individual basis. While the various programs throughout the province have a relatively stable core group of courses common to all institutions, each institution also offers a variety of different advanced courses or programs upon which successful completion of a lower level course is based. Creating and adopting a process for transfer for students studying in this discipline will provide flexibility for students in acquiring completion requirements for specialized and advanced programs in addition to improving the process for both the receiving and sending institutions.

This Transfer Guide, when included in the BCCAT website, will provide students with current information on transfer possibilities by removing the ad hoc nature of the present situation. Currently a student applies to a receiving institution where a faculty member from the receiving institution reviews the course content then contacts a faculty member from the sending institution. Subject to an agreement on the equivalent nature of the course content, the registrar's office is advised that the receiving institution is prepared to accept the transfer. The new process will become student driven and will clearly outline the pathway for transferring credit from one provincial public post-secondary institution to another.

Participants

The following 15 colleges participated in this project. They provided copies of all course outlines and, with the exception of one college, met to review and achieve consensus on the transfer guidelines recommended by the Project Contractor.

- Capilano College: Marion Cragg
- Camosun College: Stuart Berry
- College of New Caledonia: Shannon Bezo
- College of the Rockies: Bev Weber
- Douglas College: Julie Crothers
- Kwantlen University College: Kathryn Waldie
- Malaspina University College: Betty Serjeant
- North Island College: Penny Dubak
- Northwest Community College
- Northern Lights College: Gloria Millsap
- Okanagan University College: Edie Stolwijk
- Selkirk College: Karen O'Connor
- University College of the Cariboo: Phyllis Woeppel
- University College of the Fraser Valley: Maureen Kiner
- Vancouver Community College: Karen Shortt

Methodology

Based on the Project Contractor's 25 years of experience teaching and developing curriculum in ABT/OA, it was decided that no sub-committees devoted to dealing with individual disciplines within the common courses would be established. The Project Coordinator was directed to request materials needed for comparison of specific learning outcomes and based on these comparisons to provide the Business Educators' Articulation Committee with a set of recommendations for Transfer Pathways.

As a result of this direction:

- In Spring 2002 each college forwarded to the Project Contractor a copy of each of the course outlines they wished to have considered for inclusion in the Transfer Guide Project. Approximately 300 individual course outlines were received.

- The Project Contractor reviewed the course outlines to determine:
    - if the outline submitted met the guidelines of the project (i.e. course outlines for advanced programs such as Legal Secretary or Medical Office Assistant were not intended to be included at this time)
    - identify into which of the following broad categories the course outline should be placed

- o Accounting
- o Business Math and Calculations
- o Business English/ Communications
- o Office/Administrative Procedures/ Records Management
- o Human Relations/ Interpersonal Skills
- o Computer Applications

- In a chart created as a working document for each category, the Project Contractor compiled the following specific course outline details:
    - o Course Name
    - o Course Description
    - o Course Number
    - o Learning Outcomes
    - o Number of Hours
    - o Text(s) required

- Based on the data compiled in the chart, a set of standard learning outcomes for each category was identified. This resulted in a number of sub-categories emerging where transfer pathways could be identified between specific but not all colleges.

- A draft of recommended descriptive pathways was prepared. The draft document contained a summary of the categories and sub-categories accompanied by the chart upon which the recommendations were based. Reviewers were able to refer to the supporting documentation to determine if the recommendations made by the Project Contractor seemed appropriate.

- The draft document was circulated to provincial program coordinators.

- The draft was reviewed by provincial program coordinators or designated discipline-expert faculty.

- The Project Contractor met with provincial coordinators or designated discipline-expert faculty at Okanagan University College on May 2, 2003, to review the recommendations previously circulated to all institutions.   Only one institution was not represented at this meeting.

- The recommendations were approved and/or revisions suggested to the Project Contractor.

- Revisions were made to original document by the Project Contractor and returned for final approval by the provincial coordinators at a meeting hosted by Douglas College in October 2003.

Recommended Transfer Pathways

By motion duly made, seconded and carried unanimously, the attached ABT/OA Transfer Guidelines (Schedule B) were approved by the provincial coordinators at their annual meeting in October 2003. Northwest Community College (NWCC) was not represented at either the May 2003 nor October 2003 meeting. Given that confirmation by NWCC of the recommendations included in the interim report was not forthcoming, the provincial coordinators directed the Project Contractor to delete from the Transfer Guide the courses submitted by NWCC that had been included in the interim report.

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 the method to be used to maintain currency of the database.

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.

Provincial Learning Outcomes

In 1996 twenty-two learning outcomes were developed and adopted by Business Technology/Office Administration programs in British Columbia colleges. These learning outcomes assure the implementation of employability skills across the curriculum.

Set Personal and Professional Standards and Meet Goals:

- Set personal and professional short- and long-term goals.

- Assess and analyze personal learning needs, set learning objectives and goals, and formulate plans for implementation.

- Manage time effectively by setting objectives, organizing, planning, prioritizing, and scheduling activities, routines, and projects.

Manage Stress:

- Achieve business standards for efficiency and quality of work.

- Articulate the importance of one's role in furthering the goals of the organization.

- Apply ethical standards with respect to privacy, confidentiality, and personal behavior.

- Project a professional image appropriate to a workplace.

Think Critically and Creatively:

- Define and solve problems both independently and in teams, using creative problem-solving approaches.

- Evaluate situations, make informed decisions, and initiate appropriate action.

Communicate:

- Communicate with diverse audience, using language that is appropriate to the purpose.

- Apply active listening skills in interpersonal communication and customer relations.

- Compose messages, memos, letters, and short reports in workplace situations.

- Locate, select, evaluate, organize, and summarize information, using appropriate resources.

Work as an Effective Team Member:

- Work collaboratively and cooperatively by applying a variety of team and communication strategies.

- Share skills and knowledge in formal and informal learning situations.

Apply Technical Skills and Technology:

- Keyboard proficiently and accurately.

- Select, apply and customize computer software tools such as word processing, spreadsheet, database, computerized accounting, presentation, electronic communication, and desktop publishing to business related tasks.

- Transfer skills and knowledge of software, technology, and business procedures from one situation to another.

- Apply records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.

Apply Computational Skills:

- Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable.

- Apply computational skills to business-related tasks and assess the logic of the results

Course

Transfer

Recommendations

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.

Accounting I
Course Transfer Recommendations

Generic Course Name:	Bookkeeping I	
Common Learning Outcomes:	• demonstrate an understanding of the principles of debit and credit • correctly journalize in general and cash journals • compile a variety of financial forms	
College	**Course Name**	**Course Number**
Northern Lights College	Bookkeeping I	ABTC 110

Generic Course Name:	Bookkeeping II	
Common Learning Outcomes:	• posting to specialized journals • completing an accounting cycle for a partnership • completing an eight-column work sheet for a merchandising business • recording transactions using special journals • recording payroll records • completing forms necessary for payroll taxes and reports	
College	**Course Name**	**Course Number**
Northern Lights College	Bookkeeping II	ABTC 150

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
Camosun College	Accounting Basics	ABT 184
College of the Rockies	Bookkeeping I	ABT 138
Douglas College	Accounting Procedures I	OADM 238
Kwantlen University College	Bookkeeping Basics	ABTY 1115
Okanagan University College	Accounting I	OADM 140
Vancouver Community College	Introduction to Accounting	1000

Accounting II
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
Capilano College	Accounting Procedures II	BTEC 217
College of the Rockies	Bookkeeping II	ABT 140
Douglas College	Accounting Procedures II	OADM 338
Kwantlen University College	Accounting I	ABTY 1242
Malaspina University College	Accounting	ABTP 122T
North Island College	Accounting	ABT 160
Northern Lights College	Bookkeeping III	ABTC 180
Northwest Community College	Accounting Fundamentals II	BTEC 225
Selkirk College	Introductory Accounting	ABT 132

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	CLKB 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
Okanagan University College	Payroll Accounting	OADM 142
Douglas College	Payroll	OADM 347

Accounting III
Course Transfer Recommendations

Generic Course Name:	Accounting III	
Common Learning Outcomes:	• partnerships and corporations • corporations: organization and shareholder's equity • reporting special events and special equity transactions • corporate liabilities • investments in corporate securities • measuring cash flows	
College	**Course Name**	**Course Number**
Kwantlen University College	Accounting II	ABTY 1243

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
Capilano College	Computerized Accounting For Accounting Programs	BTEC 215
Camosun College	Accounting Tools – ACCPAC	ABT 283
Douglas College	Computer Bookkeeping II	OADM 339
Kwantlen University College	ACCPAC Computerized Accounting	ABTY 1244

Business/Office Math
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**
Malaspina University College	Business Math and Calculators	ABTP120T
North Island College	Computational Skills	BIP 143
Okanagan University College	Business Math and Calculators	OADM 130
Selkirk College	Applied Business Math	ABT 116

Generic Course Name:	Business Math and Recordkeeping	
Common Learning Outcomes:	- Solve business problems including interest, discounts, purchasing and pricing using arithmetic procedures - Perform elementary algebra procedures at a basic level - Apply basic algebraic principles and procedures to solve basic equations - Maintain neat and accurate business records - Use business terminology related to the keeping of business records - Prepare, and verify source documents to be recorded in an accounting system - Use a 10-key calculator to: - Accurately perform addition and subtraction by touch - Use the memory feature in solving mathematical problems - Verify business documents	

College	Course Name	Course Number
Capilano College	Business Systems and Procedures	BTEC 115

Generic Course Name:	Business Math and Calculations II	
Common Learning Outcomes:	- use the electronic calculator skillfully and solve mathematical problems dealing with investments, overhead allocation, depreciation, markups and mark downs, and measures of central tendency. - Subject areas covered will be: - investments - overhead allocation - depreciation - markup and mark downs	

College	Course Name	Course Number
Douglas College	Office Mathematics	OADM 227
Northern Lights College	Business Math and Calculations I & II	ABTC 160

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**
Malaspina University College	Business English	ABTY 130T
Northern Lights College	Business Communications I	ABTC 125
Okanagan University College	Communications	OADM 110
Selkirk College	Communications I	ABT 126

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**
Capilano College	Business English and Communications	BTEC 111
Camosun College	Business Communication I	ABT 164
College of New Caledonia	Business Communications I	CLKC 074
College of the Rockies	Business Communications I	ABT 133
Kwantlen University College	Business Communications	ABTY 1155
Malaspina University College	Business English	ABTP 130T and 132T
Northern Lights College	Business Communications II	ABTC 165
University College of the Fraser Valley	Business English and Communications	ABT 135
Vancouver Community College	Communications 2	7554

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. • Adapt basic communication strategies and techniques to a range of communication applications, including informal and formal reports.

College	Course Name	Course Number
Capilano College	Business Writing	BTEC 211
Camosun College	Business Communications 2	ABT 165
College of New Caledonia	Business Communications II	CLKC 075
College of the Rockies	Business Communications II	ABT 233
Douglas College	Business Communications and Procedures	OADM 240
North Island College	Business Communications	BOA 144
Northern Lights College	Business Communications III	ABTC 195
Okanagan University College	Letter and Report Writing	OADM 111
Selkirk College	Communications II	ABT 128
University College of the Cariboo	Business Writing	OABW 210
Vancouver Community College	Communications 3	8086

Generic Course Name:	Communications III	
Common Learning Outcomes:	• Communicate knowledge, ideas, and opinions in one-to-one and small group situations. • Deliver prepared presentations to groups. • Apply active learning techniques to facilitate personal learning and enhance interpersonal communications.	

College	Course Name	Course Number
Selkirk College	Communications III	ABT 130

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	Introduction to Database: MS Access	ABT 154
North Island College	Electronic Databases	BIP 135
Northern Lights College	Database Management I	ABTC 124
Okanagan University College	Database	OADM 168
Selkirk College	Database Level I	ABT 136
University College of the Cariboo	Database/Records Management	OADB 100
University College of the Fraser Valley	Database Management: Access	ABT 110

Generic Course Name:	Introduction to Access and Powerpoint	
Common Learning Outcomes:	The student will be able to ■ describe databases and database management systems. ■ start Access and describe the features of the Access screen. ■ create and modify databases. ■ create tables and enter data. ■ create and run select, update, and delete queries. ■ present data using reports and forms. ■ create and present an electronic slide show	
College	Course Name	Course Number
Vancouver Community College	Access And Powerpoint	1804

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**
Camosun College	Database – MS Access	ABT 276
College of the Rockies	Advanced Computer Concepts: MS Access	ABT 254
Malaspina University College	Database Systems	ABTP 153T
Selkirk College	Database Level II	ABT 234

Desktop Publishing
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**
Camosun College	Desktop Publishing	ABT 292
College of New Caledonia	Desktop Publishing	CLKW 079
Malaspina University College	Desktop Publishing	ABTP 173T
Selkirk College	Desktop Publishing	ABT 242
University College of the Cariboo	Desktop Publishing	OAWP 370

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: MS Word	ABT 220
Kwantlen University College	Introduction to Desktop Publishing	ABT 1227

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 University College	Presentation Graphics	OADM 165
Northern Lights College	Presentation Software	ABTC 183
Malaspina University College	Presentation Software	ABTP 175T
Selkirk College	Computerized Presentations	ABT 238
University College of the Cariboo	Introduction to Presentation Software	OAWP 381

Generic Course Name:	Business Graphics
Common Learning Outcomes:	• Describe the difference between bitmap and vector graphics and select the appropriate graphics format for a variety of different applications. • Create and edit business graphics using bitmap and vector graphics editing software. • 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
Camosun College	Business Graphics	ABT 290

Introduction to Computers and Internet
Course Transfer Recommendations

Generic Course Name:	Introduction to Computers and Internet	
Common Learning Outcomes:	• Introduction to Computers • Introduction to Windows Operating Systems • Data and Disk Management • Customizing Windows • Understanding Internet Browsers • Find Information on the Internet Using Search Engines • Exchange Information On The Internet Using E-Mail and File Transfer Protocol • Keep Informed Through Newsgroups • Use The Internet To Learn	
College	**Course Name**	**Course Number**
Camosun College	Information Technology I	ABT 170
North Island College	Introduction To Computers and the Internet	BIP 090
Northern Lights College	Computer Information Systems	ABTC 118
Okanagan University College	Computer Essentials and the Internet	OADM 167
University College of the Cariboo	Introduction To Computers and the Internet	OADS 100
Vancouver Community College	Introduction To PC Operating Systems	7442

Generic Course Name:	Introduction to Windows	
Common Learning Outcomes:	• Start up and properly shutdown Windows. • Navigate though the Windows environment. • Work with Windows Programs. • Manage files and folders using My Computer and Windows Explorer. • Customize Windows using the Control Panel.	
College	Course Name	Course Number
Selkirk College	Windows Operating System	ABT 125

Generic Course Name:	Introduction to the Internet	
Common Learning Outcomes:	• Send and receive email. • Use advanced email options. • Conduct basic Internet research. • Subscribe to a newsgroup	
College	Course Name	Course Number
Selkirk College	Introduction to the Internet	ABT 226

Generic Course Name:	Introduction to Computers and Spreadsheets	
Common Learning Outcomes:	• Understand and have a working knowledge of computer terminology • Use Windows 2000 as their operating system • Select, apply, and customize computer software using the Excel spreadsheet program • Transfer skills and knowledge from one application to another • Communicate verbally using language that is appropriate to the situation • Introduction to microcomputers and Windows • Introduction to OLE using various Microsoft Products • Introduction to spreadsheets using Microsoft Excel • Introduction to email and the internet	
College	Course Name	Course Number
Malaspina University College	Office Microcomputer Applications	ABTP 150T

Microcomputer Applications I
Course Transfer Recommendations

Generic Course Name:	Comprehensive Computer Applications

Common Learning Outcomes:	Use Word 2000 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 2000 to:
	• Use a personal computer for data entry.
	• Recognize basic EXCEL 2000 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 2000 to:
	• Organize data.

	• Understand relational database management. • Open an existing database. • View and print a table. • To open, view and edit a form. • To use Help. • To create, print, edit a database. • To sort, back up & compact a database. • To use queries and Report Wizard. Use Windows 2000 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 2000 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
Camosun College	MS Office Suite Fundamentals Introduction to Electronic Spreadsheets and Databases	ABT 172 ABT 178
Capilano College	Comprehensive Computer Applications	BTEC 124
College of the Rockies	Introductory Computer Concepts Introduction to Database: MS Access Introduction to Spreadsheets: MS Excel	ABT152 ABT 154 ABT 151
Douglas College	Microcomputer Applications I Microcomputer Applications II	OADM 256 OADM 356
Kwantlen University College	Computer Competency Word Processing	ABTY 1135 ABTY 1145

Malaspina University College	Operating Systems Database Systems Electronic Spreadsheets for Business Advanced Word Processing I Presentation Software	ABTP 151T ABTP 153T ABTP 152T ABTP 171T ABTP 175T
Selkirk College	Windows Operating System Database Level I Spreadsheets Level I Basic Word Processing Computerized Presentations	ABT 125 ABT 136 ABT 134 ABT 113 ABT 238
Vancouver Community College	Introduction to PC Operating Systems Access and Powerpoint Introduction to Spreadsheet Management Word Processing 2 – MS word 2000	7442 1804 1877 7673

Generic Course Name:	MS Office Suite Fundamentals	
Common Learning Outcomes:	- Work with the Microsoft Windows 98 desktop, use the basic mouse operations, launch an application program, and create and modify documents using Microsoft Word 2000 - View the contents of files and folders, create and delete folders, select and copy files and folders, rename and delete files, and use Microsoft Windows 98 Help - Create, format, edit, save, and print a Word document - Insert clip art into a document - Resize a graphic - Use Microsoft Word Help - Use spelling and grammar tools - Display a Web site associated with a hyperlink - E-mail a copy of a document - Create a database and a table using Access 2000 - Create a form and a report - Use Microsoft Access Help - Use a design template and auto layouts to create a presentation using PowerPoint 2000 o Edit a presentation o Use the PowerPoint Help system o Create a presentation from an outline o Insert Clip art from Microsoft Clip Gallery o Format and animate a slide show o Add animation and slide transition effects - Use Outlook Calendar to enter one-time and recurring appointments o Move and edit appointments o Create and print a task and/or contact list o Use e-mail features	

College	Course Name	Course Number
Camosun College	MS Office Suite Fundamentals	ABT 172
College of the Rockies	Introductory Computer Concepts: MS Office	ABT 152

Generic Course Name:	Microcomputer Applications I	
Common Learning Outcomes:	• Explain the principal hardware components of the microcomputer, how they work together, and their relationship to software applications; • Use the Windows interface to perform basic software functions and to organize and manage directories and files effectively; • Use the microcomputer as a decision making and problem solving tool; • Use word processing software to produce a variety of business documents meeting industry standards for timely completion, correctness of content and format, and professional appearance; • Use presentation graphics software to produce slideshows that include animation of text and images; • Use spreadsheet software capable of answering "what-if" questions to solve business problems; • Produce business documents requiring the integration of word processing, presentation graphics and spreadsheet	
College	Course Name	Course Number
Douglas College	Microcomputer Applications I	OADM 256

Computerized Accounting – Simply Accounting
Course Transfer Recommendations

Generic Course Name:	Computerized Accounting – Simply Accounting	
Common Learning Outcomes:	• Add/Revise General Ledger Account • Add/Revise company records • Record daily transactions in AR and AP • Employee/Payroll Records • General Journal – Record month-end/year-end entries • Generate month-end/year-end statements and analyse reports • Inventory entries/adjustments • Project costing	
College	**Course Name**	**Course Number**
Camosun College	Accounting Tools – Simply Accounting	ABT 281
College of the Rockies	Computerized Bookkeeping	ABT 145
Kwantlen University College	Computerized Bookkeeping	ABTY 1223 ABTY 1246
Malaspina University College	Computer Accounting	ABTP 123T
North Island College	Computerized Accounting	ABT 165
Northern Lights College	Automated Accounting	ABTC 182
Okanagan University College	Simply Accounting	OADM 152
Selkirk College	SimplyAccounting	ABT 254

Generic Course Name:	Advanced Spreadsheets Simply Accounting	
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 239
Capilano College	Financial Computer Applications	BTEC 149

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	Introduction to Spreadsheets – MS Excel	ABT 151
North Island College	Electronic Spreadsheets	BIP 145
Northern Lights College	Electronic Spreadsheet – I	ABTC 121
Selkirk College	Spreadsheets Level I	ABT 134

Generic Course Name:	Introduction to Electronic Spreadsheets and Databases	

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
	    o Ranges
	    o Worksheets
	    o 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
Camosun College	Excel and Access Intermediate	ABT 178
Kwantlen University College	Computer Competency	ABTY 1135

Generic Course Name:	Simply Accounting and Advanced Spreadsheets

Common Learning Outcomes:	**Excel:**
	• Enter labels, values and formulas
	• Create formulas with relative, absolute and mixed cell references
	• Apply formatting to cells, columns and rows
	• Print
	   o Ranges
	   o Worksheets
	   o Workbooks
	• Perform "what if analysis"
	• Use built in functions
	• Create, print and format various types of charts
	
	Simply Accounting:
	Use Simply Accounting 8.5 to:
	• Add, modify and /or delete General Ledger accounts
	• Add, modify and /or delete customer and vendor records
	• Record daily transactions in the accounts receivable and accounts payable modules.
	• Setup new employees and record hourly and salary payroll transactions.
	• Record month-end and year-end adjustments in the general journal.
	• Generate all month-end and year-end financial statements and analysis reports.

College	Course Name	Course Number
Capilano College	Financial Computer Applications	BTEC 149
Douglas College	Computer Bookkeeping I	OADM 239

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**
Camosun College	Spreadsheets – MS Excel	ABT 274
College of the Rockies	Advanced Computer Concepts: Excel	ABT 251
Malaspina University College	Electronic Spreadsheets for Business	ABTP 152T
Northern Lights College	Electronic Spreadsheets II	ABTC 161
Okanagan University College	Spreadsheets	OADM 169
Selkirk College	Spreadsheets Level II	ABT 232
Vancouver Community College	Introduction To Spreadsheet Management	1877

Generic Course Name:	Advanced Spreadsheets and Databases
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
Kwantlen University College	Information Processing	ABTY 1224

Generic Course Name:	Advanced Spreadsheets and Word Processing	
Common Learning Outcomes:	**Excel:** • working with templates and multiple worksheets in a workbook • data tables, Visual Basic for applications and scenario management • sorting and filtering worksheet databases • creating data maps **Word:** • creating and editing Word documents • using Word's wizards and templates to create covering letters and resumes • creating research papers with tables • creating documents with tables and charts • generating form letters, mailing labels and envelopes • creating professional newsletters	
College	**Course Name**	**Course Number**
Kwantlen University College	Spreadsheets and Word Processing	ABTY 1245

Word Processing I
Course Transfer Recommendations

Generic Course Name:	Basic Word Processing	
Common Learning Outcomes:	• Identify hardware and software • Start MS Word in a Windows environment • Create, save, print, and open documents • Retrieve, revise, and save to student disk preformatted files • Change margins and spacing • Format basic letters, memoranda, reports, and tables • Run Spell Check and Thesaurus features	
College	**Course Name**	**Course Number**
College of the Rockies	Word Processing: Word I	ABT 120
Selkirk College	Basic Word Processing	ABT 113

Generic Course Name:	Word Processing (Word) – 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 merge applications • 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
College of New Caledonia	Word Processing–Document Production Levels I & II	CLKW 045
North Island College	Keyboarding Applications I	BIP 103
Northern Lights College	Word Processing I	ABTC 133
Selkirk College	Intermediate Word Processing	ABT 114

Generic Course Name:	Word Processing – Comprehensive
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.

College	Course Name	Course Number
Kwantlen University College	Word Processing	ABTY 1145
Northern Lights College	Word Processing II	ABTC 153

Okanagan University College	Word Processing II	OADM 101
University College of the Fraser Valley	Word Processing	ABT 133
Vancouver Community College	Word Processing 2 — Ms Word 2000	7673

Generic Course Name:	Word Processing - WordPerfect	
Common Learning Outcomes:	• create, save, print, close, open and edit a WordPerfect document • Format documents with special features • Format with macros and templates • Insert graphic images and graphic elements • Use draw and TextArt • Create Newspaper and parallel columns • Create and format tables • Create charts • Create and use outline • Sort and select records • Create, apply, retrieve, edit, copy and delete styles • Create tables, indexes, and lists	
College	Course Name	Course Number
College of the Rockies	Word Processing: Word Perfect Level II	ABT 236
Okanagan University College	Word Processing I	OADM 100
Selkirk College	Word Processing II	ABT 210
Vancouver Community College	Word Processing 1	7672

Word Processing II
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, AutoText, 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 260
College of New Caledonia	Word Processing-Document Processing Level III	CLKW 042
College of the Rockies	Word Processing – MS Word II	ABT 221
Kwantlen University College	Word Processing Level II	ABT 1226
Malaspina University College	Advanced Word Processing I & II	ABTP 171T and ABTP 174T
North Island College	Keyboarding Applications II	BIP 104
Selkirk College	Intermediate Word Processing	ABT 115

Generic Course Name:	Document Formatting	
Common Learning Outcomes:	Using both WordPerfect and Word achieve a level of formatting skills in the production of the following business documents: • Letters • Memos • Tables • Reports • Agendas • Minutes • Itineraries	
College	**Course Name**	**Course Number**
Vancouver Community College	Word Processing 3	8150

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 Administrative Procedures II	ABT 135 ABT 235
Okanagan University College	Office Procedures and Records Management Administrative Office Procedures	OADM 120 OADM 121
Vancouver Community College	Office Procedures Electronic Transcription	8087 2770

Generic Course Name:	Office Dynamics	
Common Learning Outcomes:	Interpersonal skills: • Communication skills • Team building • Work relationships Professional image: • Self • Organization Communication media: • Phone • Fax • Email • Postal and Courier Services Records Management: • Manual/Electronic Team skills • Conflict resolution • Ethical standards in the workplace • Time management • Stress management Changes in the workplace - Ergonomics Meetings and presentations Problem solving Critical thinking Decision making	
College	**Course Name**	**Course Number**
North Island College	Office Dynamics	BOA 107 &108
Kwantlen University College	Office Dynamics	ABTY 1125

Generic Course Name:	Records Management
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) (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 Nu
Camosun College	Records Management	ABT 167

Generic Course Name:	Office Simulation
Common Learning Outcomes:	On completion of this course the student should be able to: • 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
Vancouver Community College	Office Simulation	8088

Generic Course Name:	Transcription
Common Learning Outcomes:	• Develop skills in transcribing letters using a dictation machine • Improve spelling skills • Improve vocabulary • Improve proofreading techniques • Improve punctuation skills • Enhance listening skills • Produce mailable documents

College	Course Name	Course N
Vancouver Community College	Electronic Transcription 1	2770