

Applied Business Technology / Office Administration Articulation Procedures

Transfer Guides

ABT/OA have the following transfer guides and documents posted to BCTransferGuide.ca

- [ABT/OA Online/On-site Course Equivalencies](#)
BC Campus online courses compared to institute on-site courses
- [ABT/OA Onsite Course Transfer Guide](#)
These are courses taught on-site at the institutions
- [ABT/OA Medical and Legal Course Equivalencies](#)
BC Campus and Institution courses

Request for Inclusion in the Transfer Guide

Institutes with newly developed courses, substantially revised courses, or courses not currently included in the transfer guide must request inclusion following this process.

Between January 15 and March 15, compare the learning outcomes in your course outline to the applicable course in a specific transfer guide. If you are confident your course aligns and would like to be included in the guide, complete the appropriate form (see attached).

- ABT/OA Online to Onsite Transfer Guide Revisions
- ABT/OA Onsite Course Transfer Guide Revisions
- Legal Office Assistant Revisions
- Medical Office Assistant Program Revisions

Send the form and current course outline(s) to Joan Kaun, ABT/OA Articulation Subcommittee Chair kaun@cotr.bc.ca by March 15.

The ABT/OA Articulation Subcommittee will review the requests, discuss them via email and teleconference between March 15 and April 15, and make recommendations to the Coordinators' meeting held in May.

Changes to courses

Institutes making changes to course outlines **must** forward the revised outlines to the committee using one of the forms listed above. Notes identifying changes may be included.

It is essential these guides are kept up-to-date; therefore, submitting all substantive changes (e.g. hours, assessments, credit, assessment, or evaluation) is required.

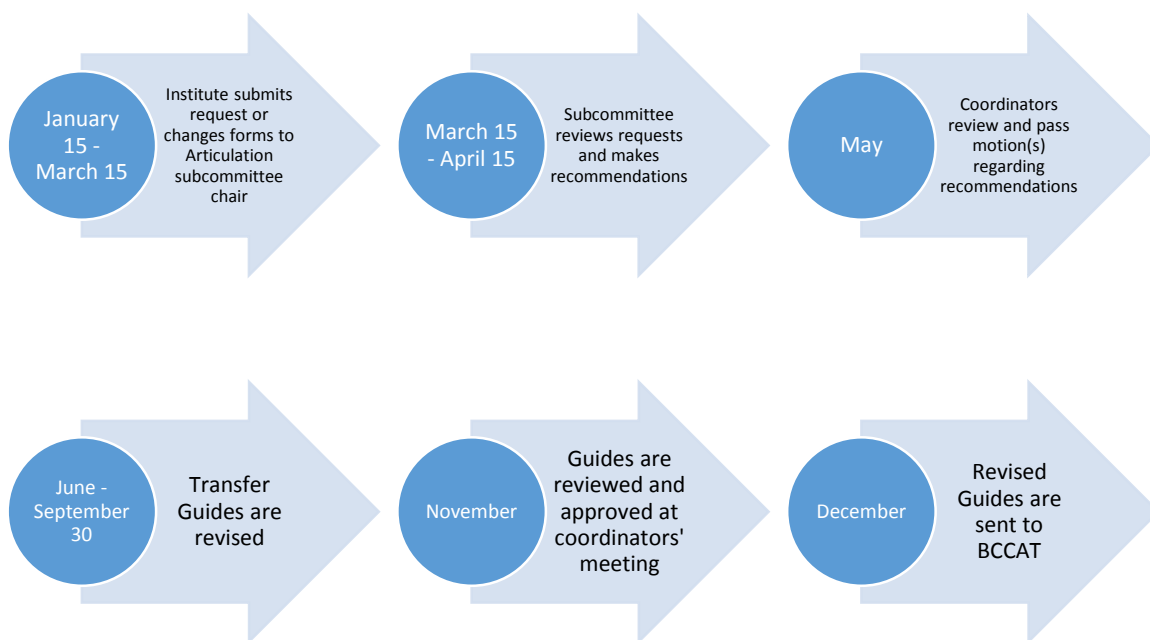
Courses no longer offered

Institutes no longer offering a particular course must advise the articulation subcommittee using one of the above forms and requesting the course be deleted from the transfer guide(s).

Updates to Transfer Guides

The subcommittee chair will edit the transfer guides based on the minutes of the May meeting by September 30. Changes will be checked and approved at the fall coordinators' meeting. Final documents will then be sent to BCCAT by mid-December for posting.

Articulation Process Summary



ABT/OA Online to Onsite Transfer Guide Revisions

BCCAT Transfer Guide Revision Form

Applied Business Technology/Office Administration

For courses offered through BC Campus as compared to institution courses

Institute:	<i>Please enter your information here as well as in the header</i>		
Submitted by:		Date:	
Email:			

Instructions:

Please record all changes, additions and deletions (names, course numbers, etc.) in the revised form below.

Use one separate row for each separate course change, addition or deletion. Add extra rows as necessary.

- Changes:** For changes to courses currently listed in the ABT/OA Online to Onsite Transfer Guide, complete the "Guide Page #", "Generic Course Category", "Current Online Course Name," "Current Online Course Number," "Current Onsite Course Name," "Current Onsite Course Number," columns; then enter your changes in the appropriate "New" boxes. If course content has changed sufficiently to change a course's category, enter the new category under the "Generic Course Category, New" column.
- Additions:** To request addition of a course currently **not** listed in the Guide, complete the "Guide Category, New" box, plus "New Online Course Name," "New Online Course Number," "New Onsite Course Name," and "New Onsite Course Number" columns **and Add the word "Yes"** to the "Add New Course?" column. **You must also submit a course outline.**
- Deletions:** If you are deleting a course from the Guide, complete the "Guide Page #," "Generic Course Category," "Course Name" and "Course Number" columns and **add the word "Yes"** to the "Delete Course?" column.

NOTES:

Course outlines **must be** submitted for **new** courses that you want added to the Guide.

All changes and course additions are subject to review and approval by the ABT/OA BCCAT Transfer Guide Committee and Provincial Coordinators.

ABT/OA Onsite Course Transfer Guide

BCCAT Transfer Guide Revision Form

Applied Business Technology
(Office Administration)

Institute:	<i>Please enter your information here as well as in the header</i>		
Submitted by:		Date:	
Email:			

Instructions: Please record all changes, additions and deletions (names, course numbers, etc.) in the revised form below.

Use one separate row for each course change, addition or deletion. Add extra rows as necessary.

- Changes:** For changes to courses currently listed in the ABT/OA Transfer Guide, complete the "Guide Page #", "Guide Category", "Current Course Name" and "Current Course Number" columns; then enter your changes in the appropriate "New" boxes under "Guide category," "Course Name" and "Course Number" columns. If course content has changed sufficiently to change a course's category, enter the new category under the "Generic Course Category, New" column.
- Additions:** To request addition of a course currently **not** listed in the Guide, complete the "Guide Category, New" box, plus "New Course Name" and "New Course Number" columns **and** add the word "Yes" to the "Add New Course" column. You **must also submit a course outline**.
- Deletions:** If you are deleting a course from the Guide, complete the "Guide Page #," "Guide Category," "Course Name" and "Course Number" columns and add the word "Yes" in the "Delete Course" column.

NOTES: Course outlines **must be** submitted for **new** courses that you want added to the Guide.
All changes and course additions are subject to review and approval by the ABT/OA BCCAT Transfer Guide Committee and Provincial Coordinators.

BCCAT ABT/OA Onsite Transfer Guide Revisions 2014-2015

Institute: *Please enter your info here*

Submitted by:

Email:

Page # in Last Year's Guide	Guide Category	Course		Add New Course? Attach Outline	Delete Course?
		Name	Number		
	Current:	Current:	Current:	n/a	
	New:	New:	New:		n/a
	Current:	Current:	Current:	n/a	
	New:	New:	New:		n/a
	Current:	Current:	Current:	n/a	
	New:	New:	New:		n/a
	Current:	Current:	Current:	n/a	
	New:	New:	New:		n/a
	Current:	Current:	Current:	n/a	
	New:	New:	New:		n/a

Revisions to Legal Administrative Assistant Program Equivalencies

BCCAT Transfer Guide Revision Form

Institute:	<i>Please enter your information here as well as in the header</i>		
Submitted by:		Date:	
Email:			

Instructions:

Please record all changes, additions and deletions (names, course numbers, etc.) in the revised form below.

Use one separate row for each separate course change, addition or deletion. Add extra rows as necessary.

- Changes:** For changes to courses currently listed in the ABT/OA Legal Administrative Assistant Program Equivalencies, complete the "Guide Page #", "Generic Course Category", "Current Online Course Name," "Current Online Course Number," "Current Onsite Course Name," "Current Onsite Course Number," columns; then enter your changes in the appropriate "New" boxes. If course content has changed sufficiently to change a course's category, enter the new category under the "Generic Course Category, New" column.
- Additions:** To request addition of a course currently **not** listed in the Guide, complete the "Guide Category, New" box, plus "New Online Course Name," "New Online Course Number," "New Onsite Course Name," and "New Onsite Course Number" columns **and Add the word "Yes"** to the "Add New Course?" column. **You must also submit a course outline.**
- Deletions:** If you are deleting a course from the Guide, complete the "Guide Page #," "Generic Course Category," "Course Name" and "Course Number" columns and **add the word "Yes"** to the "Delete Course?" column.

NOTES:

Course outlines **must be** submitted for **new** courses that you want added to the Guide.

All changes and course additions are subject to review and approval by the ABT/OA BCCAT Transfer Guide Committee and Provincial Coordinators.

Revisions to Medical Office Assistant Program Equivalencies

BCCAT Transfer Guide Revision Form

Institute:	<i>Please enter your information here as well as in the header</i>		
Submitted by:		Date:	
Email:			

Instructions:

Please record all changes, additions and deletions (names, course numbers, etc.) in the revised form below.

Use one separate row for each separate course change, addition or deletion. Add extra rows as necessary.

- Changes:** For changes to courses currently listed in the Medical Office Assistant Program Equivalencies, complete the "Guide Page #", "Generic Course Category", "Current Online Course Name," "Current Online Course Number," "Current Onsite Course Name," "Current Onsite Course Number," columns; then enter your changes in the appropriate "New" boxes. If course content has changed sufficiently to change a course's category, enter the new category under the "Generic Course Category, New" column.
- Additions:** To request addition of a course currently **not** listed in the Guide, complete the "Guide Category, New" box, plus "New Online Course Name," "New Online Course Number," "New Onsite Course Name," and "New Onsite Course Number" columns **and Add the word "Yes"** to the "Add New Course?" column. **You must also submit a course outline.**
- Deletions:** If you are deleting a course from the Guide, complete the "Guide Page #," "Generic Course Category," "Course Name" and "Course Number" columns and **add the word "Yes"** to the "Delete Course?" column.

NOTES:

Course outlines **must be** submitted for **new** courses that you want added to the Guide.

All changes and course additions are subject to review and approval by the ABT/OA BCCAT Transfer Guide Committee and Provincial Coordinators.

