



Office Administration Department
**Inventory of Online Courses and
 Equivalency Credits**
Effective April 2010

Online Course Name	Online Course		Onsite Course	Onsite Course Name	Applies to Okanagan College Certificate							
					ADAC ¹	AAC ²	OAC ³	AAF ⁴	LAA Lit ⁵	LAA C/C ⁶	MAA ⁹	
1	Online Learner Success	EABT 099		none	Required for Online Students only	ADAC	AAC	OAC	AAF	Lit	C/C	MAA
2	Keyboarding I	EABT 100							AAF			
3	Keyboarding II	EABT 101	=	OADM 100	Word Processing I	ADAC		OAC				
4	Word Processing I	EABT 102										
5	Word Processing II	EABT 103										
6	Business English	EABT 110	=	OADM 110	Communications I	ADAC		OAC	AAF			
7	Business Communications	EABT 111	=	OADM 111	Letter and Report Writing	ADAC						
8	Records Management	EABT 121	=	OADM 120	Office Procedures & Records Management	ADAC		OAC	AAF			
9	Administrative Procedures	EABT 120		OADM 121	Administrative Office Procedures	ADAC						
10	Transcription	EABT 126	=	OADM 126	Transcription	ADAC		OAC	AAF			
11	Integrated Projects - Administrative	EABT 127	=	OADM 127	Admin. Assistant Simulation	ADAC						
12	Outlook	TBA		none	n/a							
13	Business Calculators & Mathematics	EABT 130	=	OADM 130	Business Math & Calculators	ADAC	AAC	OAC	AAF			
14	Accounting I	EABT 140	=	OADM 140	Accounting	ADAC	AAC					
15	Accounting II	EABT 141	=	OADM 141								
16	Computerized Accounting	EABT 152	=	OADM 152	Simply Accounting ⁸	ADAC	AAC					
17	Simply Accounting	BACC 241 ⁷	=	OADM 152	Simply Accounting ⁸	ADAC	AAC					
18	AccPac Accounting Online	BACC 242 ⁷	=	OADM 150	AccPac Accounting GL		AAC					
				OADM 151	AccPac Accounting AP & AR		AAC					
19	Integrated Projects - Accounting	TBA		none	n/a							
20	Presentation Skills	EABT 165	=	OADM 165	Presentation Graphics	ADAC		OAC	AAF			
21	Computers and the Internet	EABT 167	=	OADM 167	Computer Essentials & Internet	ADAC		OAC	AAF			
22	Databases	EABT 168	=	OADM 168	Databases	ADAC	AAC	OAC				
23	Spreadsheets	EABT 169	=	OADM 169	Spreadsheets	ADAC	AAC	OAC				
24	Web Design and Maintenance	EABT 170	=	OADM 170	Maintaining a Website	ADAC		OAC	AAF			
25	Desktop Publishing	EABT 171	=	OADM 171	Desktop Publishing	ADAC						
26	Human Relations	EABT 180	=	OADM 180	Self-Management Skills	ADAC		OAC	AAF			
27	Job Search	EABT 181	=	OADM 181	Job Search	ADAC	AAC	OAC				
28	Payroll Administration	BACC 243 ⁷	=	OADM 142	Payroll	ADAC	AAC					
29	Office Practicum	OADM 182	=	OADM 182	Office Practicum	ADAC	AAC					MAA
L1	Litigation Procedures I	ELAA 100	=	LSEC 100	Introduction to Law and Litigation					Lit		
L2	Litigation Procedures II	ELAA 101	=	LSEC 101	Advanced Litigation					Lit		
L3	Legal Office Procedures	ELAA 105	=	LSEC 145 & LSEC 116	Solicitor Legal Office Procedures & Litigation Legal Office Procedures					Lit	C/C	
L4	Intro to Canadian Legal System	ELAA 106									Lit	C/C
L5	Family Litigation Procedures	ELAA 112	=	LSEC 112	Family Law					Lit		
L6	Personal Injury	ELAA 120	=	LSEC 120	Personal Injury					Lit		
L7	Law Office Practicum (Lit.)	LSEC 130	=	LSEC 130	Law Office Practicum (Lit.)					Lit		
L8	Law Office Practicum (C/C)	LSEC 131	=	LSEC 131	Law Office Practicum (C/C)						C/C	
L9	Conveyancing Procedures I	ELAA 140	=	LSEC 140	Introduction to Conveyancing						C/C	
L10	Conveyancing Procedures II	ELAA 141	=	LSEC 141	Advanced Conveyancing						C/C	
L11	Corporate Procedures I	ELAA 152	=	LSEC 152	Corporate Law						C/C	
L12	Corporate Procedures II	ELAA 153										C/C
L13	Wills and Estates	ELAA 160	=	LSEC 160	Wills and Estates						C/C	
M1	Medical Terminology I	MAA 110	=	None	None							MAA
M2	Medical Terminology II – Anatomy & Physiology	MAA 111	=	None	None							MAA
M3	Medical Terminology III – Pharmacology and Specialties	MAA 112	=	None	None							MAA
M4	Medical Transcription	MAA 126	=	None	None							MAA
M5	Medical Administrative Procedures	MAA 120	=	None	None							MAA
M6	Medical Billing – Manual	MAA 130	=	None	None							MAA
M7	Medical Billing – Computerized	MAA 131	=	None	None							MAA
M8	Clinical Procedures & Practice	MAA 140	=	None	None							MAA

¹ [Administrative Assistant Certificate](#)

² [Accounting Assistant Certificate](#)

³ [Office Assistant Certificate](#)

⁴ [Administrative Assistant Fundamentals \(formerly Legal Access\)](#)

⁵ [Legal Administrative Assistant Litigation](#)

⁶ [Legal Administrative Assistant Corporate/Conveyancing](#)

⁷ [Also applies towards the Bookkeeping Bridging Certificate](#)

Take only one of either EABT 152 OR BACC 241 to receive credit for

⁸ OADM 152 Simply Accounting

⁹ [Medical Administrative Assistant Certificate \(Online only\)](#)