

Student Name	
Student Number	Date

Diploma in Office Management

Personal Learning Plan; Certificate in Legal Office Assistant, Medical Office Assistant or Office Administration → Diploma in Office Management
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PROGRAM COURSES

Recommended Sequence of Courses

Academic Term 1		Prerequisite(s)	Semester Completed	Grade
ACCT 207*	Managerial Accounting	ACCT 110 or 130		
BUS 150	Introduction to Management	Engl 12		
BUS 276	Business Law	Engl 12		
ECON 102**	The Canadian Economy	Engl 12		
MARK 110	Introduction to Marketing	Math 11 + Engl 12 (Pre or Co-requisite)		

Academic Term 2		Prerequisite(s)	Semester Completed	Grade
BUS 210	HR Management Foundations	Engl 12 + BUS 150 (Pre or Co-requisite)		
BUS 214	Leadership Skills	BUS 110 or 150 or PADM 112		
BUS 220	Organizational Behaviour	BUS 110 or 150 or PADM 112		
ABT 281	Two of	Accounting Software Tools	ABT 184 or ACCT 110 + ABT 170 or BUS 140)	
ABT 294		Website Design and Maintenance	BUS 140	
BUS 215		Agreement Seeking at Work	Engl 12	
BUS 281		Negotiations and Contracts	BUS 150	
PADM 260		Managing Multi Party Decisions	PADM 112 or BUS 150	

Co-operative Education/Internship (Optional)		Semester Completed	Grade
COOP WEP	Workplace Education Preparation		
ABT 102	Internship Work Experience 1 (see Co-op/Internship Note)		
or			
BUS 202	Internship Work Experience 2 (see Co-op/Internship Note)		

PROGRAM INFORMATION

Footnotes:

- * The prerequisite for ACCT 207 is ACCT 110 which is an admission requirement for the Diploma in Office Management program.
- ** ECON 103 or ECON 104 may be substituted.

Note: Credit for ABT 101 is earned while the student is in the Certificate of Office Administration program. Students may apply credit earned for ABT 101 toward the Diploma in Office Management to meet the minimum requirements of two (2) work experience terms.

Note: Students who have completed ABT 102 and who wish to seek a Diploma Internship Designation should enroll in BUS 202. Students who have not completed a previous internship should enroll in ABT 102. Students may not apply credit earned from ABT 102 while in the Certificate program toward the Diploma program. Credit toward the Internship Designation must be earned while enrolled in the Diploma in Office Management program.

To qualify for a Diploma in Office Management, students must complete all program courses and achieve an overall cumulative GPA of at least 2.0 in order to qualify for this diploma.

Who to Contact:

- Questions about your course requirements for your Camosun credential or which elective to take, contact:
School of Business Academic Advisors
academicadvising@camosun.bc.ca (enter program in subject line)
- Questions about your personal learning plan, which courses to take in a term or about bridging to other Business programs, contact:
School of Business
sofbus@camosun.bc.ca | 250.370.4565

Personal Learning Plans represent the most recently approved changes to the program, and are intended for course-planning purposes. They are not a binding document. If program requirements have changed since your admission to the program, you may be eligible to graduate under a previous version of the program requirements. Please contact academic advising AcademicAdvising@camosun.bc.ca or refer to the calendar for more info.

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