

| | |
|----------------|------|
| Student Name | |
| Student Number | Date |

Certificate in Office Administration

Personal Learning Plan

For students starting September 2015 or after

PROGRAM COURSES

| Semester 1 Courses | | Prerequisite(s) | Semester Completed | Grade |
|--------------------------|------------------------------------|-----------------|--------------------|-------|
| ABT 120 | Business Administrative Procedures | English 12 | | |
| BUS 130 | Business Communications | English 12 | | |
| BUS 140 | Business Info. Technology | English 11 | | |
| ACCT 161 | Financial Management | English 12 | | |
| BUS 285 | Workplace Professionalism | English 12 | | |

| Semester 2 Courses | | | | |
|--------------------------|---|--|---------|--|
| ABT 162 | Business Document Creation | English 12 | | |
| ACCT 250 | Professional Accounting Software | ACCT 161 or ACCT 110 or ACCT 130 | | |
| BUS 145 | Business Data Management | BUS 140 | | |
| One Elective | 100 level or higher School of Business Course | | | |
| One of | ABT 270 | Maintaining an Online Presence <i>or</i> | BUS 140 | |
| | ABT 294 | Website Design and Maintenance | BUS 140 | |

| Co-op Internship (Optional) | | | | |
|-----------------------------|---------------------------------|--|--|--|
| COOP WEP | Workplace Education Preparation | | | |
| ABT 102 | Internship Work Experience 1 | | | |

PROGRAM INFORMATION

To qualify for a Certificate in Office Administration, a student must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0.

In order to participate in the Internship options, prior to the work term, students are required to successfully complete: 10 of 11, courses, obtain a minimum GPA of 3.0; and complete the workshop series COOP WEP; prior to the work term.

Employers may require typing speeds for positions in an office environment. For information on keyboarding and keyboarding assessments visit: Camosun's Continuing Education (<http://camosun.ca/ce>) website.

Earn your the Office Administration certificate and you will also have a foundation to further study with Camosun's business administration diploma or degree programs. Talk to an Academic Advisor to learn more about your options.

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
business@camosun.bc.ca | 250.370.4565
- Information about Co-operative Education, Work Terms, Internships, contact:
Co-operative Education & Student Employment
co-op@camosun.bc.ca | 250-370-4410

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 information.

Please refer to camosun.ca for the most up to date program information.