

Student Name	
Student Number	Date



Certificate in Office Administration

Personal Learning Plan

For students starting September 2018

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	
	BUS 285	Workplace Professionalism	English 12	
One of	ACCT 110*	Financial Accounting 1	English 12 + Math 11	
	ACCT 161	Financial Management	English 12	

Semester 2 Courses				
	ABT 162	Business Document Creation	English 12	
	ABT 270	Maintaining an Online Presence	BUS 140	
	BUS 145	Business Data Analysis	BUS 140	
	One Elective	100 level or higher School of Business Course		
One of	ACCT 250	Professional Accounting Software	ACCT 161 or ACCT 110 or ACCT 130	
	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.

Program Participation Requirements

Many first year Business courses require Math as a prerequisite (a "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12, or MATH 137, or MATH 073; or "C+" in MATH 135 or MATH 072). Students may enter this program without Math but please note students must complete one of the Math courses listed above or successfully complete Camosun's Math assessment in or before their first semester of study.

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.

* Students who want to complete the Bookkeeping Fundamentals program or want to continue to an Accounting diploma or degree program should complete ACCT 110.

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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 coop@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.