



**Applied Business Technology
Office Administration Certificate
Personal Learning Plan
2011/2012**

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Student Name: _____
Student #: _____
Phone(1): _____
Phone (2): _____
Email (1): _____

- Goals**
- Employment
 - Further Education***
 - Other _____
 - Full Time (3+ courses)
 - Interested in Co-op internship (ABT 102)

Course #	Course Title	Preq.*	Fall	Winter	Grade
Semester One					
ABT 110**	Office Administration Keyboarding	Engl 12			
ABT 117	Interpersonal Success Tools	Engl 12			
ABT 160	Word Processing 1	Engl 12			
ABT 164	Business Communications 1	Engl 12			
ABT 167	Records Management	Engl 12			
ABT 170	Information Technology	Engl 12			
Semester Two					
ABT 110**	Office Administration Keyboarding	Engl 12			
ABT 118	Office Procedures	ABT 117			
ABT 161	Word Processing 2	ABT 160 & ABT 170			
ABT 165	Business Communications 2	ABT 164			
ABT 178	Excel and Access Intermediate	ABT 170			
ABT 184	Accounting Basics (or acct 110**)	Engl 12 & Math 10			
COOP WEP	Workplace Education Preparation				
Co-op Internship					
ABT 102	Co-op Internship (Spring/Summer)				

* Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.
 ** Taken during each academic term until document proof of three 5-minute timings of 45 wpm with 5 or fewer errors is achieved.
 *** Graduates of the Certificate in Office Administration program can ladder to the Office Management Diploma program. Admission requirements are a Camosun College certificate in Office Administration, ACCT 110 and Math 11. *Please see camosun.ca for further details.*

Date of 1st course: _____

Date of Graduation: _____

For Admin Use Only:

Today's Date: _____

Completed by: _____
(Staff/Chair/Program Leader)

IF YOU ARE HAVING DIFFICULTY WITH A COURSE OR THE PROGRAM, PLEASE SPEAK TO THE PROGRAM LEADER OR ABT CHAIR PRIOR TO WITHDRAWING.

INITIAL ABT STUDENT SURVEY

Note: Please tick all of the following that apply to you.

1. Which program are you currently registered in?

- Office Administration Legal Office Assistant Medical Office Assistant

2. How did you first hear about this program?

- Word of Mouth Radio Newspaper
- Camosun Continuing Education Calendar Internet search Other (*Please explain below*)

3. How did you satisfy your program admission requirements?

Office Administration

English:

- English 12
 TPC 12
 ABE/Upgrading
 Assessment

Math:

- Math 10
 ABM/Upgrading
 Assessment

4. Did you move to Victoria to attend Camosun College? If so, from where?

5. If you went to high school in Victoria, please indicate which high school.

6. Do you have any suggestions for us on how to improve the marketing of our programs?
