



## Office Administration Certificate (Blended) Personal Learning Plan

**Student Name:** \_\_\_\_\_

**Student #:** \_\_\_\_\_

**Phone(1):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone(2):** \_\_\_\_\_

***Must*** be same as showing on Camosun student account

**Program Chair:** LeaAnne Webster  
CBA 272  
(250) 370-4163  
[webster@camosun.bc.ca](mailto:webster@camosun.bc.ca)

**Online course registration through BC campus portal:** Monique Tatum  
(250) 370-4132  
[tatum@camosun.bc.ca](mailto:tatum@camosun.bc.ca)

**BC Campus Website:** <https://portal.bccampus.ca>

**Exam Invigilation:** LeaAnne Webster (see above)  
Depending upon staff and room  
Availability- three weeks' notice is required.

- Click on Find Online Courses
- Click on the Collaborative Programs tab
- Choose Applied Business Technology to reveal all ABT courses.

**Admission Requirements:**

- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 or [ENGL 092](#) or [ELD 092](#), or [assessment](#), and
- Submit proof of a letter grade of "C" or higher in Math 10 or Applications of Math 11 or a "C+" or higher in [MATH 034](#), or [assessment](#).

**Graduates of the Certificate in Office Administration program can ladder to the Office Management Diploma program.**  
Admission requirements are ACCT 110 and Math 11.

Proposed order of part-time online courses (20):

Camosun Course (Face to Face)	Equivalent through BC Campus (Online)	BC Campus Prerequisite/ Comments (Online) <i>It is the student's responsibility to verify all course prerequisites prior to registering.</i>	Start Date
<b>ABT 030</b> Online Learner Success	Online Learner Success (15 hrs)	Students planning to complete a college certificate program must meet college entrance requirements.	
<b>ABT 110</b> Office Admin Keyboarding; or <a href="#">Keyboarding Level I &amp; II</a> – BSCM 581V & 582V through Continuing Education <i>including documented proof of three 5-minute timings of 45 wpm with 5 or fewer errors</i>	Keyboarding 1 (45 hrs)	Online Learner Success and a working knowledge of Windows 2000 (or higher version). Effective use of the Internet and email.	
	Keyboarding 2 (35 hrs) <i>Plus documented proof of three 5-minute timings of 45 wpm with 5 or fewer errors</i> Or Keyboarding 2, Cortez Peters (35 hrs) <i>Plus documented proof of three 5-minute timings of 45 wpm with 5 or fewer errors</i>	Online Learner Success and Keyboarding I or a minimum of 25 net words a minute.	
<b>ABT 170</b> Foundations of Information Technology; or <b>BUS 140</b> – Business Info Technology; or <b>COMP 156</b> – Computer Concepts	Intro to Computers and the Internet (50 hrs)	Online Learner Success	
	Presentation Software (30 hrs)	Online Learner Success and Introduction to Computers and the Internet	
<b>ABT 117</b> Interpersonal Success Tools; or <b>PSYC 154</b> – Interpersonal Skills	Human Relations (30 hrs) <i>plus supplementary material (details regarding the supplementary material requirements will be available shortly)</i>	Online Learner Success	

<b>Camosun Course (Face to Face)</b>	<b>Equivalent through BC Campus (Online)</b>	<b>BC Campus Prerequisite/ Comments (Online) <i>It is the student's responsibility to verify all course prerequisites prior to registering.</i></b>	<b>Start Date</b>
<b>ABT 160</b> Word Processing 1	Word Processing I (50 hrs)	Online Learner Success and Introduction to Computers and the Internet or equivalent recommended	
<b>ABT 167</b> Records Management	Records Management (35 hrs) <i>plus supplementary material (details regarding the supplementary material requirements will be available shortly)</i> <a href="#">Arcs Online</a>	Online Learner Success and Word Processing I	
<b>ABT 164</b> Business Communications 1; or <b>ENGL 150</b> – English Composition or <b>ENGL 170</b> – Technical & Professional Communications 1	Business English (90 hrs)	Online Learner Success and Keyboarding I course	
	Business Communication (60 hrs)	Business English and Word Processing I	
<b>ABT 165</b> Business Communications 2; or <b>BUS 130</b> – Business Communications	Bus. English, Bus Communication, and Toastmasters Competent Communicator program <i>(Documented proof of completion of 5 projects. Toastmasters must be taken in combination with the above online courses. It alone does not meet the requirements for ABT 165)</i>		
<b>ABT 161</b> Word Processing 2	Word Processing II (50 hrs)	Online Learner Success and Word Processing I or equivalent	
<b>ABT 118</b> Office Procedures	Administrative Procedures (40 hrs)	Business English and Word Processing I. Recommend completion of Business Math.	
	Business Math and Calculators (45 hrs)	Online Learner Success and Grade 10 Math	
	Outlook (30 hrs)	Successful completion of Word Processing II, 40 nwpm keyboarding speed, or permission of registering college	
<b>ABT 184</b> Accounting Basics; or <b>ACCT 110</b> – Financial Accounting 1 (ACCT 110 has a Math 11 prerequisite.)	Accounting I (60 hrs)	Online Learner Success and Business Math is highly recommended. Some knowledge of Microsoft Excel or Microsoft Word is recommended.	
	Accounting II (90 hrs)	Online Learner Success and Accounting I. Business Math is highly recommended. Some knowledge of Microsoft Excel or Microsoft Word is recommended.	
<b>ABT 178</b> Excel and Access; or <b>BUS 141*</b> – Business Info Systems *BUS 141 has a BUS 140 prerequisite	Spreadsheets I (50 hrs)	Online Learner Success and Introduction to Computers & the Internet or equivalent. Good business math skills recommended.	
	Spreadsheets II (50 hrs)	Online Learner Success and Spreadsheets I or equivalent. Good business math skills recommended	
	Database (50)	Online Learner Success and Computers/Internet or equivalent.	
<b>COOP WEP</b> (Optional) Workplace Education Prep <i>Student wanting to participate in an internship work term option will have to complete the Co-op WEP before going on their work term.</i> <a href="http://camosun.ca/services/coop/">http://camosun.ca/services/coop/</a>	N/A		

Camosun Course (Face to Face)	Equivalent through BC Campus (Online)	BC Campus Prerequisite/ Comments (Online) <i>It is the student's responsibility to verify all course prerequisites prior to registering.</i>	Start Date
ABT 101 (Optional) Internship Work Experience			

Date of meeting: \_\_\_\_\_

Comments: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Application fee   | <input type="checkbox"/> Exam invigilation (3 weeks notice)     |
| <input type="checkbox"/> Registration procedures (Camlink vs BC Campus)                          | <input type="checkbox"/> Textbook purchases                     |
| <input type="checkbox"/> Withdrawal & Tuition Refunds  | <input type="checkbox"/> Funding                                |
| <input type="checkbox"/> No Show (failing to login by the 2 <sup>nd</sup> day of the start date) | <input type="checkbox"/> Ancillary fees and opt out information |

### Application Fee

A non-refundable application fee of \$35 for new or returning domestic students is required. Please note that incomplete or inadmissible applications will be held for up to 12 months pending receipt of documentation and the non-refundable application will be retained.

### Withdrawals & Tuition Refunds (Online Courses)

For online equivalent courses taken through the BC Campus Portal:

- To receive a tuition refund, students must officially withdraw from an ABT online course prior to completing 25% of the course (determined by BC Campus).
- Students who officially withdraw after completing 25% of the online course and are registered in the Camosun College equivalent will receive a failing grade in the Camosun College equivalent.
- Depending on your method of payment, any refund that is owed to you will either be mailed to you or credited to your credit card.
- Please request refunds via telephone or in-person. Email refund requests cannot be processed at this time.

Withdrawals and tuition refunds for Camosun College courses will follow the published deadlines, policies and procedures as per the calendar, timetables and/or in correspondence from the Enrolment Services office.

### No Shows (Online Courses)

An email will go out to any student who has not logged by Day 2 of the course. It is a reminder to login and start the course. It will refer students to the Welcome Letter and to the Helpdesk for login assistance or to the college if changes in registration are required. No shows will also be contacted by the Chair of ABT as students need to be officially withdrawn from a course or a grade of F will be assigned.

### Exam Invigilation (Online Courses)

Exam invigilation is to be scheduled at least three weeks in advance with LeaAnne Webster, 250-370-4163 [webster@camosun.bc.ca](mailto:webster@camosun.bc.ca). Invigilation is scheduled between 9:00 am and 4:00 p.m. Monday to Friday **depending upon staff and room availability**.

### ABT Textbooks (Online Courses)

For information on textbooks required for the online courses, please visit <http://www.bccampus.ca/outlines/ABT/abttext.htm>. Contact the following bookstores for ABT Online textbooks:

#### Northwest Community College

- Toll Free: 800-310-5331, Local 5801
- Phone: 250-847-4461, Local 5801
- Email: [mhiemstra@nwcc.bc.ca](mailto:mhiemstra@nwcc.bc.ca)

## **Other Helpful Info**

**Child Care** – Camosun College does offer child care at both campuses, but space is always tight so plan ahead. If you are interested in this, start by visiting <http://camosun.ca/services/childcare/>.

**Computers & Computer Skills** – Computer familiarity prior to beginning the program is helpful. Although a personal computer at home is not a requirement for this program, many students find it an enhancement to their studies. Most courses in this program require the use of a PC and as a result the computer labs within the School of Business are available seven days a week.

**Disability Support** – Learners who require accommodation of a documented disability are encouraged to contact the Camosun College Disability Resource Centre, which provides a wide variety of resources and equipment to assist learners with disabilities. For more information you can visit <http://camosun.ca/services/drc/>.

## ABT STUDENT INTAKE 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       Yellow Pages
- Other (*Please explain below*)
- 

3. How did you satisfy your program admission requirements?

**Office Administration**

English:

- English 12  
 TPC 12  
 Access/Upgrading  
 Assessment

Math:

- Math 10  
 Access/Upgrading  
 Assessment

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

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

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

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