



Office Management Diploma Personal Learning Plan – Effective September 2010

Program Leader: LeaAnne Webster
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Student Name: _____
Student #: _____
Phone (1): _____
Phone (2): _____
Email (1): _____

- Goals:**
- | | |
|--|---|
| <input type="checkbox"/> Employment _____ | <input type="checkbox"/> Full Time (3+ courses) |
| <input type="checkbox"/> Further Education _____ | <input type="checkbox"/> Co-op Student |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Interested in Co-op (COOP WEP) |
| | <input type="checkbox"/> Returning |

Program Prerequisite: A Camosun College certificate in: Office Admin. Legal Office Assistant, or Medical Office Assistant (GPA 3.0 - C+ or higher) AND "C" or higher in Principles of Math 11 or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12, or C+ or higher in ABMA 072 or assessment AND ACCT 110.

Course #	Course Title	Prerequisite	Fall	Winter	Grade
Semester Three <i>(Suggested order depending on course availability)</i>					
ACCT 207	Managerial Accounting	ACCT 110 or ACCT 130			
BUS 150	Introduction to Management	English 12 or Assessment			
BUS 276	Business Law	English 12 or Assessment			
ECON 102*	The Canadian Economy	English 12 or Assessment			
MARK 110	Introduction to Marketing	English 12 or Assessment			
Semester Four <i>(Suggested order depending on course availability)</i>					
BUS 210	HR Management Foundations	BUS 110 or BUS 150 or PADM 112 or SPEX 150			
BUS 214	Leadership Skills	BUS 110 or BUS 150 or PADM 112			
BUS 220	Organizational Behaviour	BUS 110 or BUS 150 or PADM 112			
Any two of the following electives:					
ABT 281	Accounting Software Tools	ABT 184 or ACCT 110 and ABT 170 or BUS 140			
ABT 294	Website Design and Maintenance	English 12 or Assessment and ABT 170 or BUS 140			
BUS 215	Agreement Seeking at Work	English 12 or Assessment			
BUS 281	Negotiations and Contracts	BUS 150			
PADM 260	Managing Multi Party Decisions	PADM 112 or BUS 150			

*ECON 103 or ECON 104 may be substituted.

Co-op Work Term (optional)

In addition to regular program content, students pursuing the Co-op designation will be required to complete a minimum of two (2) work experience terms*:

COOP WEP	Workplace Education Prep
ABT 101	Co-operative Work Experience 1
BUS 201	Co-operative Work Experience 2

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.

Internship Work Term (optional)

In addition to regular program content, students pursuing the Internship designation will be required to complete a minimum of one (1) Internship work experience term while in the Diploma program:*

COOP WEP	Workplace Education Prep
ABT 102	Internship Work Experience 1
BUS 202	Internship Work Experience 2

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.

Date of 1 st course: _____
Date of Graduation: _____

For Admin Use Only:

Today's Date: _____
Completed by: _____ (Staff/Chair/Program Leader)

Comments: _____

INITIAL ABT STUDENT SURVEY

1. How did you first hear about this program?

- Word of mouth
- Radio
- Newspaper
- Camosun Continuing Education calendar
- Internet search
- Other (Please explain below)

2. Do you have anything else to suggest for us to improve our marketing and accessibility of these programs?
