

ADMINISTRATIVE PROFESSIONAL CERTIFICATE PROGRAM COURSE LIST

List is effective September 3, 2024 to August 22, 2025. Learners follow the Program Course List in place at the start of their program.

The Administrative Professional (OA) certificate program must be completed within 3 years

IMPORTANT INFORMATION ABOUT THIS PROGRAM

Course availability and program requirements are determined by the Chiu School of Business.

Not all course modes are available for all courses or programs, and not all courses are available each term. Learners should follow up on their individual program areas, or their MyBVC for information for courses delivery types and availability.

The program requirements that were in effect on the date that the learner began their program are those that need to be fulfilled in order to graduate.

Term availability listed is only for the 2024/2025 Academic Year.

Maximum class capacity is determined by the department offering the course.

Pre-requisites are courses that must be completed before taking a more advanced course.

Co-requisites are courses that must be taken before or at the same time as another course.

Learners may attempt a course a maximum of 3 times. This includes withdrawing from a course.

IMPORTANT WORK INTEGRATED LEARNING GRADING INFORMATION

A minimum B- grade (70% or higher) in MGMT1201, ADMN1205 is required for the ADMN1999 placement*

A minimum program GPA of 2.0 (64% or higher) is required for the ADMN1999 placement.

Term		Credits	Availability	Passing grade	Pre-requisite	Co-requisite	Checklist (for learner use)
1	ADMN1101 Introduction to Professional Keyboarding	3	Fall/Winter/Spring	D (50% or higher)			
	ADMN1301 Document Processing	3	Fall/Winter/Spring	D (50% or higher)			
	MGMT1201 Business Communication	3	Fall/Winter	D (50% or higher) *			
	MGMT1303 Excel for Administrative Professionals	3	Fall/Winter/Spring	D (50% or higher)			
	ADMN1204 Administrative Procedures I	3	Fall/Winter/Spring	D (50% or higher)			
2	ACCT1401 QuickBooks for Business Professionals	3	Fall/Winter/Spring	D (50% or higher)	MGMT1303		
	ADMN1203 Business Technology	3	Fall/Winter/Spring	D (50% or higher)	MGMT1201 and one of the following courses: ADMN1301 or LEGL401		
	ADMN1205 Administrative Procedures II	3	Fall/Winter/Spring	D (50% or higher) *	ADMN1204 and one of the following courses: MGMT1303 or MGMT2301		
	ADMN1402 Administrative Professional Office Simulation	3	Fall/Winter/Spring	D (50% or higher)	ADMN1101, ADMN1204, ADMN1301, MGMT1201, MGMT1303	ADMN1203, ADMN1205	
TERM 2 ELECTIVES: Choose 1 of the following courses							
2	ADMN1102 Advanced Professional Keyboarding	3	Fall/Winter/Spring	D (50% or higher)	ADMN1101		
	HRES1101 Organizational Behaviour	3	Fall/Winter/Spring	D (50% or higher)			
	HRES2201 Introduction to Human Resources	3	Fall/Winter/Spring	D (50% or higher)			
	HUCL1101 Role Concepts in Health Care	3	Fall/Winter/Spring	D (50% or higher)			
	LEGL1201 Introduction to the Legal Profession	3	Fall/Winter/Spring	D (50% or higher)			
	MGMT1101 Introduction to Management	3	Fall/Winter/Spring	D (50% or higher)			
	MKTG1101 Introduction to Marketing	3	Fall/Winter/Spring	D (50% or higher)			
Work Integrated Learning							
3	ADMN1999 Field Placement for Administrative Professionals	3	Fall/Winter/Spring	Pass or Fail	Completion of 30 credits from the OA program. A minimum GPA of 2.0. Minimum B- grade in MGMT1201* and ADMN1205*		

TOTAL CREDITS
33
A full time course load is 9 credits or more. A part time course load is 8 credits or less.