

# School of Business

## Administration

### [Website](#)

Email: [sofbus@camosun.bc.ca](mailto:sofbus@camosun.bc.ca)

Phone: 250-370-4565

Fax: 250-370-4104

### Dean:

Richard Stride, BSc, BEd, MBA

### Associate Dean:

Ian Humphries, BBA, MBA

### Assistant to the Dean:

Sherrri Nisbet

### Continuing Education

Phone: 250-370-4565

Fax: 250-370-4104

### Program Coordinators:

Elaine Paterson, MA, CPP, CPCC

Karen Giffon, MA, CPP, Cert. Bus.

Cert. Con. Res., AA

Patricia Larose, CPP

## School Statement

At Camosun College's School of Business, our mission is to help you develop the knowledge, skills and values necessary to succeed in a changing business world.

Our [programs](#) are designed with you and your future in mind, providing flexible learning options that work for you and that find you work when you're done. We focus on the practical as well as the theoretical applications of what you learn to give you skills in demand and many are designed to ladder into other programs, degrees or professional designations.

We pride ourselves in producing graduates who have effective problem-solving, communication and leadership skills along with the technical skills and knowledge needed to be successful in a changing business environment.

## Vision, Mission and Shared Values

### Mission

The School of Business at Camosun College develops graduates with the knowledge, skills and values necessary to be successful in a changing business world. For a full version of the School of Business Vision, Mission, and Shared Values, click [here](#).

## Awards & Scholarships

Various awards and scholarships are made available annually to Business students. Visit our [website](#) for details about application deadlines, criteria and selection process.

## Camosun DECA

Camosun DECA is a student business club which prepares its members for challenging, rewarding careers in marketing, finance, hospitality and management. Participating in local and international business-related competitions helps hone business skills while providing networking opportunities. Club members also volunteer at local events, organize fundraising activities, participate in leadership seminars and competitions. See our [website](#) for more information.

## Dean's Honour Roll

The Dean's Honour Roll recognizes the outstanding academic achievement of students enrolled in full-time Camosun College programs. Students enrolled in 12 credits or higher in a term, and who achieve a GPA of 8.0 or higher, will have this noted on their official transcript.

## Professional Values

In the School of Business our students, staff and faculty demonstrate the following professional values: accountability, integrity, responsibility, respect, professional behaviour, professional attitude, adaptability, continuous learning, teamwork, and confidentiality. To view the full description, click [here](#).

## New Student Orientation

New business students are welcomed to Interurban Campus in September and January. Orientation gives students an opportunity to meet the instructors and fellow students, buy textbooks early, get their student ID and bus pass, and be all-around prepared for the start of the program.

## Standards of Academic Progress

The School of Business, in conjunction with students, is responsible for providing academic, career and personal counselling as well as [program orientation](#) to help students progress toward their educational goals.

For your support we have developed [personal learning plans](#) (PLP) for each program area to assist you in course planning and to ensure reasonable progress through the program.

Course outlines are provided by instructors for every course at the beginning of each semester and describe the work and activities on which your final mark will be based.

Satisfactory progress requires that a student maintain a minimum grade point average (GPA) of 2.0 ("C") each semester. When academic progress is unsatisfactory, appropriate intervention will occur. The Camosun College Academic Progress Policy applies to all students. For more information, click [here](#).

## Service Closures

The School of Business will be closed for one business day each April and August to provide all staff and faculty with the opportunity to attend our school-wide strategic planning sessions. Exact dates will be posted on our [website](#).

## Student Responsibilities

Students are responsible for meeting the requirements of each course as described in the course outline and the program as described in the college calendar or subsequent document. It is essential that students communicate directly with instructors regarding the educational requirements of the course; and with the relevant departmental Chairperson with respect to the program. Students are expected to attend and actively participate in their classes.

# Business Programs & Credentials

## Degree Programs

### Bachelor of Business Administration – Accounting Major

- *Bachelor of Business Administration – Accounting Major*
- *Bachelor of Business Administration – Accounting Major, Co-operative Education Designation*
- *Bachelor of Business Administration – Accounting Major, Internship Designation*

### Bachelor of Business Administration – Human Resource Management & Leadership Major

- *Bachelor of Business Administration – Human Resource Management & Leadership Major*
- *Bachelor of Business Administration – Human Resource Management & Leadership Major, Co-operative Education Designation*
- *Bachelor of Business Administration – Human Resource Management & Leadership Major, Internship Designation*

### Bachelor of Business Administration – Marketing Communications Management Major

- *Bachelor of Business Administration – Marketing Communications Management Major*
- *Bachelor of Business Administration – Marketing Communications Management Major, Co-operative Education Designation*
- *Bachelor of Business Administration – Marketing Communications Management Major, Internship Designation*

## Advanced Diploma Programs

### Golf Operations

- *Advanced Diploma in Golf Operations*
- *Advanced Diploma in Golf Operations, Internship Designation*

### Human Resource Management

- *Advanced Diploma in Human Resource Management*
- *Advanced Diploma in Human Resource Management, Internship Designation*

### Managing for Government

- *Advanced Diploma in Managing for Government*
- *Advanced Diploma in Managing for Government, Internship Designation*

## Diploma Programs

### Business Administration

- *Diploma in Business Administration*
- *Diploma in Business Administration, Co-operative Education Designation*
- *Diploma in Business Administration, Internship Designation*

Year 2 options:

- Accounting
- Chinook
- Finance
- General Business
- Indigenous Business Leadership
- Management
- Marketing
- Tourism Management

### Golf Management

- *Diploma in Golf Management*
- *Diploma in Golf Management, Co-operative Education Designation*
- *Diploma in Golf Management, Internship Designation*

### Hospitality Management

- *Diploma in Hospitality Management, Internship Designation*

### Office Management

- *Diploma in Office Management*
- *Diploma in Office Management, Co-operative Education Designation*
- *Diploma in Office Management, Internship Designation*

### Public Administration

- *Diploma in Public Administration*
- *Diploma in Public Administration, Co-operative Education Designation*
- *Diploma in Public Administration, Internship Designation*

## Certificate Programs

### Business Access

- *Certificate in Business Access*

### Business Management

- *Certificate in Business Management*

### Local Government Administration

- *Certificate in Local Government Administration*

### Professional Accounting

- *Certificate in Professional Accounting*
- *Certificate in Professional Accounting, Internship Designation*

### Provincial Revenue Administration

- *Certificate in Provincial Revenue Administration*

### Tourism and Business

- *Certificate in Tourism and Business*
- *Certificate in Tourism and Business, Internship Designation*

## Applied Business Technology Certificate Programs

### Bookkeeping Fundamentals

- *Certificate in Bookkeeping Fundamentals*

### Legal Office Assistant

- *Certificate in Legal Office Assistant*

### Medical Office Assistant

- *Certificate in Medical Office Assistant*

### Office Administration

- *Certificate in Office Administration*
- *Certificate in Office Administration, Internship Designation*

### Office Fundamentals

- *Certificate in Office Fundamentals*

## Continuing Education

### Applied Project Management

- *Certificate in Applied Project Management*

### Hospital Unit Clerk

- *Certificate in Hospital Unit Clerk*

### Leadership Development

- *Certificate in Leadership Development*

### MS-Access Data Management

- *Certificate in MS-Access Data Management*

### MS-Office

- *Certificate in MS-Office*

### Travel Counselling

- *Certificate in Travel Counselling*

### Web Foundations

- *Certificate in Web Foundations*

## Transfer Equivalents

### University Transfer Options

### University Degree Laddering

# Degree Programs

## Bachelor of Business Administration

At Camosun, we are committed to developing and offering new programs that blend current knowledge with practical skills.

The School of Business offers a Bachelor of Business Administration (BBA). The program is designed as a four-year program with BBA admission at the beginning of Year 3.

There are three majors to choose from:

- Accounting
- Human Resource Management & Leadership
- Marketing Communication Management

Through an innovative "two plus two" approach, students can earn a Diploma in Business Administration at the end of the first two years, and a Bachelor of Business Administration after two additional years of study.

Students are able to choose full or part-time studies. Courses are offered in the evenings, as well as during the day, to accommodate part-time students. Some courses may be offered online or in a blended delivery model.

All BBA students are required to complete an applied experience component as part of their degree requirements. Students gain career-oriented experience, marketable skills, and contacts for future employment opportunities. Employers range from small local businesses to large international industries and various levels of government.

Students may complete their required work experience through participating in co-operative education work experience (co-op or internship).

### Co-operative Education/Internship Options

Co-operative education work experience combines classroom study with work experience. Co-op is an educational process, anchored in a co-operative relationship among the student, the employer and the college. Students receive support and assistance in identifying and developing their educational and professional goals, and in finding appropriate work placements.

### Eligibility for Co-op Work Experience

- To be eligible to participate in co-op, students must successfully complete eight first-year courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.

- To maintain eligibility for subsequent co-op work terms, students must maintain a GPA of 3.0 and complete prior work terms successfully.

### Eligibility for Internship Work Experience

- To be eligible to participate in internship, students must successfully complete eight first-year courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.
- To maintain eligibility for the second work term, students must maintain a GPA of 3.0 and complete the prior work term successfully.

### Co-operative Education/Internship Work Experience Completion Requirements

- A minimum of 420 hours of industry relevant work experience is required to graduate. This may be a combination of co-op work term (BUS 201) and non-co-op work term (ACCT 499, HRML 499, MARK 499). Students should consult with the BBA Program Leader for additional information.
- To qualify for a Bachelor of Business Administration Co-operative Education Designation, three (3) co-op work terms must be completed successfully.
- An Internship designation requires at least one of the two (2) work terms required to graduate be a co-op work term. To qualify for a Bachelor of Business Administration Internship credential, one (1) co-op work term must be completed successfully within the degree. (Students holding a diploma with an internship designation may not use the same work term(s) for more than one credential).

*Note: Students should seek clarification from their co-op and internship coordinator when completing more than one credential.*

### Full-time Schedule

Year	Sept-Dec	Jan-Apr	May-Aug
1	Academic Term 1	Academic Term 2	Work Term 1
2	Academic Term 3	Work Term 2 or Academic Term 4	Academic Term 4 or Work Term 2
3	Academic Term 5	Work Term 3 or Academic Term 6	Academic Term 6 or Work Term 3 (Co-op only)
4	Academic Term 7	Academic Term 8	

### Co-op Option

BUS 101, BUS 201, BUS 301, and BUS 401.

### Internship Option

BUS 102, BUS 202 depending on previous internship involvement. Please see the Chair or Co-op office for more information.

### Pre-Admission Status

Students who enrol in the Diploma in Business Administration program, who have the goal of moving directly into the BBA program, should identify themselves to the Enrolment Services office. Once identified, these students will be eligible, in Year 2 of the diploma program, to receive provisional admission into the BBA program based on anticipated completion of the admission requirements for the BBA program prior to BBA studies commencing. Students who fail to complete admission requirements for the BBA program will have their admission revoked.

### Length:

Full time: Two years

Part time: Varies

Location: Interurban Campus

Starting: Fall

### Program Codes:

BBA3 Year 3

BBA4 Year 4

### Specialization Codes:

ACCT Accounting Major

HRML Human Resource Management & Leadership Major

MCOMM Marketing Communications Management Major

## Accounting Major

The Bachelor of Business Administration—Accounting Major (BBA) is designed as a four-year program. This program consists of 40 academic courses plus 420 hours of applied, relevant work experience. Admission takes place at the beginning of Year 3 after completion of a Diploma in Business Administration—Accounting Option or 20 courses as specified.

The program provides flexible transfer arrangements. Successful diploma completion of the courses in the first four terms will result in an accounting diploma credential for students who choose to exit the program at this point. This feature is particularly important to students who are not financially or otherwise able to attend college four consistent years.

A unique feature of the BBA Accounting program is that it includes all the courses required by the professional accounting bodies. Upon completion of the program, and attainment of a job acceptable to the professional accounting body of choice, graduates will be prepared to move directly into the Chartered Accountant School of Business (CASB), the Certified General Accountant PACE program or the Certified Management Accountant Strategic Leadership program upon successful completion of the CMA entrance exam.

Graduates may be employed as business Consultants, Corporate Accountants, Controllers, Financial Analysts, Financial Planners, Financial Managers, Management Accountants, Internal/External Auditors, Public Accountants, Treasurers, Asset Managers and business owners.

Employment destinations for Accounting graduates include professional accounting practices, business, industry, government ministries, agencies, and crown corporations.

#### Admission Requirements:

Admission to the BBA program is at the start of Year 3.

- Completion of 20 of the 40 courses required for the degree with a minimum GPA of "B-" (70%) in the 20 courses. The 20 courses required for admission to the BBA program must include the following thirteen (13) courses:

ACCT 110	Financial Accounting 1
ACCT 111	Financial Accounting 2
ACCT 210	Financial Accounting 3
ACCT 211	Financial Accounting 4
ACCT 220	Management Cost Accounting 1
Any University Transfer ENGL Course	
BUS 141	Business Information Systems
BUS 150	Introduction to Management
BUS 231	Quantitative Methods
<b>OR</b>	
ANY University Transfer MATH course	
BUS 276	Business Law
ECON 103	Principles of Microeconomics
FIN 110	Fundamentals of Finance
FIN 210	Corporate Finance

**Note: Students should check required prerequisites for courses in the BBA. It may be necessary to take additional courses (or receive permission from the relevant Department Chairs) to meet prerequisite requirements for courses such as Humanities and Social Science electives, or MATH, prior to taking those courses in the BBA.**

#### Program Completion Requirements

- A minimum of 15 courses must be taken at Camosun including ACCT 480 and at least seven (7) mandatory accounting courses.

- Students must complete all required program courses and electives, 420 hours of applied work experience, and achieve an overall GPA of 2.0 to obtain the Bachelor of Business Administration – Accounting Major.

#### Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 111	Financial Accounting 2	3.0
BUS 141	Business Information Systems	3.0
BUS 150	Introduction to Management	3.0
ECON 103	Principles of Microeconomics	3.0
ECON 104	Principles of Macroeconomics	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
One (1) University Transfer ENGL course		3.0
One (1) Elective		3.0
<b>Total Credits</b>		<b>30.0</b>

#### Year 2

Courses		Credits
ACCT 210	Financial Accounting 3	3.0
ACCT 211	Financial Accounting 4	3.0
ACCT 220	Management Cost Accounting 1	3.0
BUS 230	Elementary Statistics	3.0
BUS 231	Quantitative Methods	3.0
<b>OR</b>		
One (1) University Transfer MATH course		3.0
BUS 241	Business Info. Management	3.0
<b>OR</b>		
FIN 220	Investments 1	3.0
BUS 276	Business Law	3.0
FIN 210	Corporate Finance	3.0
Two (2) electives		6.0
<b>Total Credits</b>		<b>30.0</b>

#### Year 3

Courses		Credits
ACCT 310	Financial Accounting 5	3.0
ACCT 320	Management Cost Accounting 2	3.0
ACCT 380	Auditing 1	3.0
Any 200 level ECON or FIN course		3.0
Any 200-level or higher Humanities or Social Science course*		3.0
One (1) University Transfer MATH course		3.0
PHIL 330	Ethics in Business	3.0
Three (3) electives		9.0
<b>Total Credits</b>		<b>30.0</b>

\* Not including ECON courses.

#### Year 4

Courses		Credits
ACCT 400	Accounting Theory	3.0
ACCT 420	Management Cost Accounting 3	3.0
ACCT 470	Income Tax 1	3.0
ACCT 471	Income Tax 2	3.0
ACCT 480	Applied Professional Practice	3.0
Three (3) electives		9.0
<b>PLUS two (2) of:</b>		
ACCT 330	Government & NPO Accounting	3.0
ACCT 340	Fraud Awareness	3.0
ACCT 390	Advanced Auditing	3.0
BUS 400	Advanced Operations Management	3.0
FIN 310	Advanced Finance	3.0
<b>Total Credits</b>		<b>30.0</b>

#### Required electives:

- Four of the nine elective courses may be 100-level or higher, and two of these four must be non-business university transfer courses. The other five elective courses must be 200-level or higher university transfer courses or School of Business courses and include no more than one Applied Business Technology (ABT) course. BUS 140 will be accepted as a 1st year elective in the BBA. (BUS 140 is a required course in the diploma, and prerequisite to BUS 141.) BUS 130 will be accepted as a 1st year elective in the BBA. (BUS 130 is a required diploma course.)
- Two university transfer MATH courses are required, and BUS 231 counts as one of those.
- Students who have completed two or more courses with different names, but with equivalent content, may use only one of those for credit towards completion of the program credential.

**Note: Some courses are not acceptable as elective credit toward the degree. For more details, click [here](#).**

## Human Resource Management & Leadership Major

The Bachelor of Business Administration – Human Resource Management & Leadership Major provides learners with a solid foundation in functional and strategic HR Management professional practice.

The program builds on Camosun College's Diploma in Business Administration and the Advanced Diploma in Human Resource Management. The Bachelor of Business Administration – Human Resource Management & Leadership Major is technically advanced and more focused than is possible in the two-year diploma program.

A unique feature of the program is its emphasis on Leadership, and particularly the strategic role HR practitioners play in leading and influencing organizational change.

Graduates will be prepared to find work in the following occupations: Human Resources Advisor, Human Resources Generalist, Recruiter, Human Resource Coordinator, Human Resources Assistant. These positions will lead to more advanced employment in management positions in Human Resources, or specialist positions (in such areas as Benefits, Compensation, Labour Relations, Recruitment & Selection, and Training). Employment destinations include the private, public and not-for-profit sectors.

**Admission Requirements:**

Admission to the BBA program is at the start of Year 3.

- Completion of 20 academic courses equivalent to 60 credits or more from a recognized educational institution, with a minimum GPA of "B-" (70%). These 20 courses must include the following seven (7) courses:

ACCT 110	Financial Accounting 1
BUS 150	Introduction to Management
BUS 210	HR Management Foundations
BUS 214	Leadership Skills
BUS 230	Elementary Statistics
FIN 110	Fundamentals of Finance
MARK 110	Introduction to Marketing

**Note:** Students should check required prerequisites for courses in the BBA. It may be necessary to take additional courses (or receive permission from the relevant Department Chairs) to meet prerequisite requirements for courses such as ENGL 250, MATH, or non-business academic courses.

**Program Completion Requirements**

- A minimum of 10 courses must be completed at Camosun College, including at least six (6) of the following courses: BUS 310, BUS 312, BUS 313, BUS 315, BUS 318, BUS 322, BUS 325, BUS 421, BUS 480; and one (1) of: BUS 380, BUS 450 or BUS 460.
- Students must complete all admission requirements and required program courses and electives to total at least 120 credits, achieve an overall cumulative GPA of 2.0, and successfully complete 420 hours of applied work experience to obtain a Bachelor of Business Administration — Human Resource Management & Leadership Major.

**Year 1**

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 150	Introduction to Management	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
Six (6) electives		18.0
<b>Total Credits</b>		<b>30.0</b>

**Year 2**

Courses		Credits
BUS 210	HR Management Foundations	3.0
BUS 214	Leadership Skills	3.0
BUS 230	Elementary Statistics	3.0
Seven (7) electives		21.0
<b>Total Credits</b>		<b>30.0</b>

**Year 3**

Courses		Credits
ACCT 207	Managerial Accounting	3.0
BUS 313	Employee and Labour Relations	3.0
BUS 318	Recruitment and Selection	3.0
ECON 103	Principles of Microeconomics	3.0
ENGL 250	Advanced Composition	3.0
MARK 210	Marketing Research	3.0
<b>OR</b>		
PSYC 201	Research Methods in Psychology	3.0
Any University Transfer MATH (not MATH 116)		3.0 - 4.0

**PLUS one (1) of:**

BUS 215*	Agreement Seeking at Work	3.0
BUS 281	Negotiations and Contracts	3.0
PADM 260	Managing Multi-Party Decisions	3.0

**AND two (2) of:**

BUS 310	Compensation and Benefits	3.0
BUS 312	HR Development	3.0
BUS 315	Workplace Health and Safety	3.0
BUS 325	Human Resources Mgmt Systems	3.0

**Total Credits 30.0 - 31.0**

**Year 4**

Courses		Credits
BUS 311	Employment Law	3.0
BUS 322	Leading Organizational Change	3.0
BUS 421	Strategic HR Management	3.0
BUS 480	Advanced Business Strategy	3.0
PHIL 330	Ethics in Business	3.0
Three (3) electives		9.0
<b>PLUS one (1) of:</b>		
BUS 310	Compensation and Benefits	3.0
BUS 312	HR Development	3.0
BUS 315	Workplace Health and Safety	3.0
BUS 325	Human Resources Mgmt Systems	3.0

**PLUS one (1) of:**

BUS 380	New Venture Development	3.0
BUS 450	International Management	3.0
BUS 460	International Trade & Finance	3.0

**Total Credits 30.0**

**Required electives:**

Four (4) the electives must be non-business academic courses and may be at any level (100 to 400 level). Five (5) electives can be business or non-business academic courses and may be at any level (100 to 400 level). All other elective courses must be 200-level or higher business or non-business academic courses. Only one (1) Applied Business Technology (ABT) course may be included. ACCT 111 may be included as a 200-level elective.

**Marketing Communications Management Major**

The Bachelor of Business Administration — Marketing Communications Management Major program provides learners with a depth of understanding of various marketing and organizational communication functions.

This generalist program builds on the techniques provided in the diploma program. Graduates will gain a broader range of marketing management skills and techniques, including more context for strategic management and planning, and a focus on directing the marketing and communications process.

Employment destinations include the private, public and not-for-profit sectors, including: Communications, Marketing, or Public Relations Officer; Issues Manager; Media Relations specialist; Marketing Manager/Coordinator; Account Executive.

**Admission Requirements:**

Admission to the BBA program is at the start of Year 3.

- Completion of 20 academic courses, equivalent to 60 or more credits from a recognized educational institution, with a minimum GPA of "B-" (70%). These 20 courses must include the following seven (7) courses:

ACCT 110	Financial Accounting 1
BUS 130	Business Communications
BUS 150	Introduction to Management
FIN 110	Fundamentals of Finance
MARK 110	Introduction to Marketing
MARK 220	Marketing Communication
MARK 225	Public Relations

**Note:** Students should check required prerequisites for courses in the BBA. It may be necessary to take additional courses (or receive permission from the relevant Department Chairs) to meet prerequisite requirements for courses such as ENGL 250, MATH, or non-business academic courses.

**Program Completion Requirements:**

- A minimum of ten (10) courses must be completed at Camosun College including at least six (6) of the following courses: BUS 322, BUS 330, BUS 427, BUS 480, MARK 340, MARK 433; and one of: BUS 380, BUS 450 or BUS 460.
- Students must complete all required admission requirements and required program courses and electives to total at least 120 credits, achieve an overall minimum GPA of 2.0, and successfully complete 420 hours of applied work experience to obtain a Bachelor of Business Administration — Marketing Communications Management Major.

**Year 1**

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 130	Business Communications	3.0
BUS 150	Introduction to Management	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
Five (5) electives		15.0
<b>Total Credits</b>		<b>30.0</b>

**Year 2**

Courses		Credits
MARK 220	Marketing Communications	3.0
MARK 225	Public Relations	3.0
Eight (8) electives		24.0
<b>Total Credits</b>		<b>30.0</b>

### Year 3

Courses		Credits
BUS 214	Leadership Skills	3.0
BUS 230	Elementary Statistics	3.0
BUS 322	Leading Organizational Change	3.0
ECON 103	Principles of Microeconomics	3.0
ENGL 250	Advanced Composition	3.0
MARK 210	Marketing Research	3.0
<b>OR</b>		
PSYC 201	Research Methods in Psychology	3.0
MARK 340	Communication Tools & Media	3.0
Any University Transfer MATH (not MATH 116)		3.0 - 4.0
PHIL 330	Ethics in Business	3.0
One (1) elective		3.0
<b>Total Credits</b>		<b>30.0 - 31.0</b>

### Year 4

Courses		Credits
ACCT 207	Managerial Accounting	3.0
BUS 330	Advanced Communications	3.0
BUS 427	Project Management	3.0
BUS 480	Advanced Business Strategy	3.0
MARK 433	Strategic Communications	3.0
Four (4) electives		12.0
<b>PLUS one (1) of:</b>		
BUS 380	New Venture Development	3.0
BUS 450	International Management	3.0
BUS 460	International Trade and Finance	3.0
<b>Total Credits</b>		<b>30.0</b>

#### Required electives:

Four (4) of the electives must be non-business academic courses and may be at any level (100 to 400). Four (4) electives can be business or non-business academic courses and may be at any level (100 to 400). Three (3) electives must be 300- or 400-level School of Business courses. All other electives must be 200-level or higher business or non-business academic courses. Only one Applied Business Technology (ABT) course may be included. ACCT 111 may be included as a 200-level elective.

## Advanced Diploma Programs

### Golf Operations

The Advanced Diploma in Golf Operations is designed to provide students with the knowledge and skills required for advancement in the golfing industry. The program sees a blending of leadership, service and golf operations which will assist students looking to specialize in a golf-related career path. Job opportunities are diverse, with employment commonly found at golf clubs, resorts and retail golf operations.

Designed for those possessing a business or hospitality diploma, it will also be of interest to current CPGA professionals, who are looking to stream into a CPGA specialized employment field. This thirty credit credential offers flexibility, as well as the option of an internship work term. It can be completed in nine months or can be taken on a part-time basis.

Internship is an optional component of this advanced diploma that allows learners the opportunity to enhance their studies with a period of relevant work experience.

#### Length:

Full time: One year

Part time: Determined by the student and the availability of courses.

Location: Interurban Campus

Starting: Fall

Program Code: GOLFADV

#### Admission Requirements:

- Submit proof of a two-year diploma in Business Administration, Hospitality, or Sport Management, or the equivalent as determined by the Chair of the Hospitality, Tourism, & Golf Management Department;

#### OR

- At least five years related work experience\* (supervisory, managerial);
- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; or assessment; and,
- Completion of some academic or professional development activities beyond high school.

\* Those candidates applying on the basis of work experience must submit to the Program Chair a portfolio containing the following:

- a current resume detailing employment background, academic background, a listing of post-secondary and professional development activities completed, as well as references;
- a letter of recommendation from a current or recent employer; and,
- a letter of intent describing career plans in Golf Operations.

#### Notes:

1. The Program Leader will assess the portfolio (required for candidates who do not have the required diploma) to determine whether it demonstrates sufficient background to warrant admission into the program. Candidates who submit a portfolio and are not admitted into the program will be provided guidance as to how to qualify for admission.

2. Those potential learners who do not have the required diploma or related work experience but who wish to enter the golf profession are advised to complete the Golf Management diploma. All potential program registrants in this situation are advised to meet with the Program Chair to establish program completion requirements.

#### Eligibility for Internship Work Experience:

- In order to participate in internship, students must successfully complete a minimum of five (5) required courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the work term.

#### Program Completion Requirements:

- To qualify for the Advanced Diploma in Golf Operations, students must successfully complete all program courses and electives, and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Advanced Diploma in Golf Operations, Internship Designation, students must successfully complete all program courses and electives and achieve an overall cumulative GPA of at least 2.0, and complete the work term requirement.

Course		Credits
BUS 214	Leadership Skills	3.0
BUS 210	HR Management Foundations	3.0
<b>OR</b>		
BUS 220	Organizational Behaviour	3.0
BUS 261	Business and Sustainability	3.0
GOLF 110	Golf Management Introduction	3.0
GOLF 210	Turfgrass Management	3.0
GOLF 250	Managing Golf Club Operations	3.0
TMGT 230	Service Operations	3.0
Electives	See list below	9.0
<b>Total Credits</b>		<b>30.0</b>

#### Required electives:

Students must select a total of 9 elective credits as follows:

- Six (6) credits must be any 100- or 200-level GOLF courses.
- Three (3) credits must be any 200-level or higher School of Business courses and cannot include GOLF courses.

#### Internship Option

Course		Credits
COOP WEP	Workplace Education Prep	0.0
GOLF 102	Internship Work Experience 1	3.0
<b>Total Credits</b>		<b>3.0</b>

## Human Resource Management

The Advanced Diploma in Human Resource Management provides learners with HR Management knowledge, skills and abilities for ready application in today's organizations. Concurrently, the program recognizes and reinforces the important strategic organizational role played by Human Resource practitioners.

The program also prepares individuals to qualify for the nationally recognized Certified Human Resource Professional (CHRP) designation.

The program is designed for people who are in leadership or management positions, or employed as HR practitioners, or preparing for transition into leadership/management or HR roles.

Graduates of this Advanced Diploma are eligible to enter Camosun's Bachelor of Business Administration - Human Resource Management & Leadership Major. In addition, with considerable work experience graduates of this Advanced Diploma are eligible to apply to enter the Masters in Business Administration or the Masters in Leadership and Training at Royal Roads University.

**Note:** At least two courses are offered through Distance Education (DE).

Internship is an optional component of this advanced diploma that allows learners the opportunity to enhance their studies with a period of relevant work experience.

Graduates not already employed and those participating in the internship option should expect that most employment possibilities in this field would be found beyond the Greater Victoria region.

### Length:

Full time: Up to two years depending on the availability of courses.

Part time: Determined by the student and the availability of courses.

**Location:** Interurban Campus

**Starting:** Varies

**Program Code:** HRMADV

### Admission Requirements:

- Submit proof of a college diploma, associate degree or university degree;

OR

- At least five years related work experience\* (supervisory, managerial or human resources);

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; or assessment; and,
- Completion of some academic or professional development activities beyond high school.

\* Those candidates applying on the basis of work experience must submit to the Program Leader a portfolio containing the following:

- a current resume detailing employment background, academic background, a listing of post-secondary and professional development activities completed, as well as references;
- a letter of recommendation from a current or recent employer; and,
- a letter of intent describing career plans in Human Resource Management.

### Notes:

- The Program Leader will assess the portfolio (required for candidates who do not have the required diploma, associate degree or degree) to determine whether it demonstrates sufficient background to warrant admission into the program. Candidates who submit a portfolio and are not admitted into the program will be provided guidance as to how to qualify for admission.
- Those potential learners who do not have a degree, diploma or related work experience but who wish to enter the HRM profession are advised to complete a Business diploma. The Diploma in Business Administration – General Business Option allows students to take many of the courses on the program during their diploma studies. All potential program registrants in this situation are advised to meet with the Program Leader to establish program completion requirements.

### Eligibility for Internship Work Experience:

- In order to participate in internship, students must successfully complete a minimum of six (6) required courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the work term.

### Program Completion Requirements:

- Students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0 to qualify for the Advanced Diploma in Human Resource Management.
- Students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0; and the

work term requirement to qualify for the Advanced Diploma in Human Resource Management, Internship Designation.

Course		Credits
BUS 130	Business Communications	3.0
BUS 210	HR Management Foundations	3.0
BUS 220	Organizational Behaviour	3.0
BUS 310	Compensation and Benefits	3.0
BUS 312	Human Resource Development	3.0
BUS 313	Employee and Labour Relations	3.0
BUS 318	Recruitment and Selection	3.0
BUS 421	Strategic HR Management	3.0
<b>PLUS one (1) of:</b>		
BUS 110	Introduction to Business	3.0
BUS 150	Introduction to Management	3.0
PADM 112	Intro to Public Administration	3.0
<b>AND two (2) of:</b>		
BUS 214	Leadership Skills	3.0
BUS 215*	Agreement Seeking At Work	3.0
BUS 217	Effective Workplace Interactions	3.0
BUS 311	Employment Law	3.0
BUS 315	Workplace Health and Safety	3.0
BUS 322	Leading Organizational Change	3.0
BUS 325	Human Resources Mgmt Systems	3.0
<b>Total Credits</b>		<b>33.0</b>

\* Learners at Camosun College can receive discretionary credit for BUS 215 if they complete both CCR 101 Foundations of Collaborative Conflict Resolution and CCR 102 Building Your Communication Toolbox at the Justice Institute.

### Internship Option

Course		Credits
COOP WEP	Workplace Education Prep	0.0
BUS 102	Internship Work Experience 1	3.0
<b>Total Credits</b>		<b>3.0</b>

## Managing for Government

Ongoing programming in public sector management highlights the need, and the increasing expectation, for formal education to support the "professionalization" of the municipal, provincial, regional, crown corporation and federal sectors. The Advanced Diploma in Managing for Government provides new options for students who already have a career in government along with a degree, diploma or work experience.

The advanced diploma student will currently be at a supervisory to management level or aiming for this role in the short term, with organizational support and mentoring for increased responsibility. Staff requiring a level of upgrading to remain competitive in the public sector would also find the advanced diploma would meet their needs.

Most of the courses in the program are also core courses for the Certificate in Local Government Administration, which supports management staff in the municipal sector. See departmental Chair for information.

Internship is an optional component of this advanced diploma that allows learners the opportunity to enhance their studies with a period of relevant work experience.

The program is flexible in delivery and provides students with tangible results in a relatively compressed time frame. As this program is designed to be completed quickly, two PADM courses per semester are offered. Most PADM courses include a first day class on campus followed by modules available online. PADM 219, PADM 260, and PADM 276 are exceptions. Non-PADM courses that are part of the program are offered on-campus, or online equivalencies are available through Thompson Rivers University – Open Learning and/or [BCcampus.ca](http://BCcampus.ca).

**Length:** Part time: Two years  
Subject to availability of course offerings and the learner's background

**Location:**

Some classroom components take place at the Interurban Campus with most course work offered online.

**Starting:** Fall, Winter, Spring, Summer

**Program Code:** MANGO

**Admission Requirements:**

- Submit proof of a college diploma, associate degree, university or college degree; and,
- BUS 130 or equivalent;

**OR**

- At least five years related work experience\* in the public sector;
- Completion of some academic or professional development activities beyond high school; and,
- BUS 130 or equivalent.

**\* Career Entry Admission Requirements:**

*Those candidates applying on the basis of work experience must submit to the Program Leader a portfolio containing the following:*

- a current resume detailing employment background, academic background, a listing of post-secondary and professional development activities completed;
- a letter of recommendation from a current or recent employer; and,
- a letter of intent from the candidate describing career plans in the public sector.

**Program Participation Requirements:**

- Students will be required to have access to computers with online capability.

**Eligibility for Internship Work Experience:**

- In order to participate in internship, students must successfully complete a minimum of six (6) required courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the work term.

**Program Completion Requirements:**

- To qualify for the Advanced Diploma in Managing for Government, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Advanced Diploma in Managing for Government, Internship Designation, students must successfully complete: all program courses (except PADM 219), and achieve an overall cumulative GPA of at least 2.0; and the work term requirement.

*The following courses will comprise the Advanced Diploma in Managing for Government:*

Courses		Credits
PSC 104	Canadian Government	3.0
<i>OR</i>		
PSC 106	Canadian Politics	3.0
PADM 112	Intro to Public Administration	3.0
PADM 211	Planning in Government	3.0
PADM 227	Government Services	3.0
PADM 230	Public Finance in Canada	3.0
PADM 240	Law and Administration	3.0
PADM 260	Managing Multi-Party Decisions	3.0
<i>OR</i>		
BUS 215	Agreement Seeking at Work	3.0
MARK 225	Public Relations	3.0
<i>OR</i>		
MARK 260	Business in Society	3.0
Two (2) electives*		6.0
<b>Total Credits</b>		<b>30.0</b>

**\* Required electives:**

*Any six (6) credits (at the 200-level or higher) approved by the Public Administration Program Leader.*

Suggested electives include:

PADM 219	Current Issues in Government	1.0
PADM 276	Application Project	2.0

**Internship Option**

All courses above except PADM 219		
<b>AND</b>		
COOP WEP	Workplace Education Prep	0.0
BUS 102	Internship Work Experience 1	3.0
<b>Total Credits</b>		<b>3.0</b>

# Diploma Programs

## Business Administration

The Diploma in Business Administration is a two-year program designed to provide graduates with a solid business education.

This diploma program is eligible for bridging to Camosun College's three Bachelor of Business Administration programs, and to Athabasca University's Bachelor of Management; Thompson Rivers University – Open Learning's Bachelor of Business Administration (BBA); University of Lethbridge's Bachelor of Management; University of Northern British Columbia's Bachelor of Commerce; Royal Roads University's B.Comm. in Entrepreneurial Management; as well as to other BC post-secondary institutions. Students interested in transferring to the University of Victoria, University of British Columbia or Simon Fraser University should consult with an Academic Advisor in Student Services or UT Business office at 250-370-3943.

**Co-operative Education/Internship Options**

Students in the Diploma in Business Administration options (except Chinook) may participate in and obtain credentialed recognition of work experience through co-operative education or internship.

Co-operative education combines classroom study with two (2) terms of work experience. An Internship designation requires only one (1) work term be completed.

Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities. Employers range from small local businesses to large international industries and various levels of government.

Part-time students may be eligible for co-op or internship, and are required to apply to participate while undertaking their Year 1 of study.

Students who enter the Diploma in Business Administration program through the Career Entry admission option are eligible for co-operative education or internship. Career Entry students should contact the Co-op Education & Student Employment department as soon as their admission to the program has been assessed.

**Eligibility for Co-op/Internship Work Experience:**

- To be eligible to participate in internship or co-op, students in all specialties (except Chinook) must successfully complete a minimum of eight Year 1 courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term (internship) and all subsequent work terms (co-op).

**Co-op/Internship Completion Requirements:**

- In order to receive a Diploma in Business Administration, Co-operative Education Designation, two (2) co-op work terms must be completed satisfactorily.
- In order to receive a Diploma in Business Administration, Internship Designation, one (1) work term must be completed satisfactorily.

**Co-op/Internship Schedule**

Year	Sept-Dec	Jan-Apr	May-Aug
1	Academic Term 1	Academic Term 2	Work Term 1
2	Academic Term 3	Work Term 2	Academic Term 4

**Co-op Option**

Year 1, plus:

COOP WEP	Workplace Education Prep	0.0
BUS 101	Co-operative Work Experience 1	6.0
BUS 201	Co-operative Work Experience 2	6.0
<b>Total Credits</b>		<b>6.0 -12.0</b>

**Internship Option**

COOP WEP	Workplace Education Prep	0.0
BUS 102	Internship Work Experience 1	3.0
<b>Total Credits</b>		<b>3.0</b>

**Year 1**

Year 1 of the program offers introductory level courses which provide a broad base on which to build an area of specialization for Year 2.

The eight areas of specialization are:

- Accounting
- Chinook
- Finance
- General Business
- Indigenous Business Leadership
- Management
- Marketing
- Tourism Management

Year 1 is common to the General Business, Management and Marketing Options, and also to the Diploma in Public Administration program. Students wanting to change specialties between Year 1 and Year 2 can do so, and are advised to consult an Academic Advisor.

**Career Options**

Each year, the School of Business organizes a "Career Options" event to provide relevant career choice information for first-year students choosing their second-year option. This is a unique opportunity for students to receive positive, practical ideas and feedback in their area(s) of career interest from successful individuals in the business community.

**Year 2**

**Progression to Year 2 Options**

Students are encouraged to attend 'career options' activities and meet with the department Chairperson or Program Leader responsible for the diploma(s) they think they may be interested in pursuing after Year 1. Students are advised to prepare an updated Personal Learning Plan prior to these meetings. This will help in identifying questions for the Chairperson or Program Leader.

Students pursuing any Year 2 specialties (except Chinook and Indigenous Business Leadership) must successfully complete a minimum of eight Year 1 courses before being admitted to Year 2 and the specialty option of their choice.

**Length:**

- Direct Entry, full time: Two years
- Career Entry, full time: Min. one year
- Part time: Varies

**Location:** Interurban Campus

**Starting:**

- Direct Entry: Fall, Winter
- Career Entry: Fall, Winter, Spring

**Program Codes:**

- BUSADMIN1 Year 1
- BUSADMIN2 Year 2

**Specialization Codes:**

- ACCT Accounting
- CHNOK Chinook
- FIN Finance
- GENB General Business
- IBL Indigenous Business Leadership
- MARK Marketing
- MGMT Management
- TMGT Tourism Management

**Entry Options to the Business Administration Diploma**

**Direct Entry**

Direct Entry to the Diploma in Business Administration program is designed for students with limited or no business experience.

**Admission Requirements:**

- Submit proof of "C+" in English 12, or EFP 12; or "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106, or ENGL 140; or ELD 092 and ELD 094; or ELD 097; or assessment; and,
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12; or "C+" in MATH 072, or MATH 135; or assessment.

**Career Entry**

The Career Entry admission option is designed for students applying to the Diploma in Business Administration program who have a minimum of five years of business or related experience. In the professional judgment of the Program Leader, based on an assessment of work and educational experiences; and following an interview between the applicant and the Program Leader, course transfer credit and/or credit through Prior Learning Assessment (PLA) may be granted.

**Admission Requirements:**

- Submit proof of "C+" in English 12, or EFP 12; or "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106, or ENGL 140; or ELD 092 and ELD 094; or ELD 097; or assessment; and,
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12; or "C+" in MATH 072, or MATH 135; or assessment.

OR

- Approval from the School of Business Exceptions Committee;
- A detailed resume outlining a minimum of five years of related work experience; and,
- Copies of transcripts related to post-secondary education as well as outlines of relevant business seminars, short courses, etc. that have been completed either through employers or through industry/trades associations.

**Certificate in Business Access**

This program allows students who do not yet have the necessary Math and English program requirements for direct entry to the Diploma in Business Administration to upgrade and, by doing so, to be guaranteed a seat in the next intake of the Diploma in Business Administration program.

**Certificate in Business Management**

Successful completion of this program with a minimum grade of "C" in BUS 130 will allow progression into the Diploma in Business Administration program.

## Accounting Option

The Diploma in Business Administration – Accounting option is designed to provide students with the background and knowledge to enter business or government in an accounting capacity.

Students successfully completing this option can expect to be employed as accounting technicians or auditors as well as in related positions in the accounting field. Graduates of this option may wish to continue on to complete the BBA (Accounting) program, and continue further on to the CMA (Certified Management Accountants) or the CGA (Certified General Accountants) or the CA (Chartered Accountants) programs. Advanced transfer credit is given by the CGAs, CMAs and CAs. (See section on transfer equivalents).

### Program Completion Requirements:

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration – Accounting Option.

### Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 111	Financial Accounting 2	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 141	Business Information Systems	3.0
BUS 150	Introduction to Management	3.0
ECON 103	Principles of Microeconomics	3.0
ENGL 150	English Composition	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
<b>Total Credits</b>		<b>30.0</b>

### Year 2

Courses		Credits
ACCT 210	Financial Accounting 3	3.0
ACCT 211	Financial Accounting 4	3.0
ACCT 220	Management Cost Accounting 1	3.0
BUS 230	Elementary Statistics	3.0
BUS 231	Quantitative Methods	3.0
<b>OR</b>		
One (1) University Transfer MATH course		3.0 - 4.0
BUS 241	Business Info. Management	3.0
<b>OR</b>		
FIN 220	Investments 1	3.0
BUS 276	Business Law	3.0
ECON 104	Principles of Macroeconomics	3.0
FIN 210	Corporate Finance	3.0
One (1) elective		3.0
<b>Total Credits</b>		<b>30.0 - 31.0</b>

**Required elective:** The diploma elective may be any level but if it is a 100-level course, it must be a non-business university transfer course. A 200-level or higher elective may include a School of Business course, university transfer course or ABT course. Students may use only one of two or more courses with equivalent content

and different names for credit towards completion of program credential.

**Note:** *Some courses are not acceptable as elective credit toward the diploma. For more details, click [here](#).*

## Chinook Option

*Camosun College considers any student who is a descendant of the Indigenous peoples of North America to be an Aboriginal student. This includes status and non-status Indians, Métis, Inuit and Native Americans living in Canada.*

The Diploma in Business Administration – Chinook Option is a three-year program in business foundations and fundamentals that will allow students of Aboriginal ancestry to gain the skills required for a career in business. The Chinook name was selected as a reminder of the Chinook jargon used in earlier times by Aboriginal peoples as the language of trade. It is equivalent to the two year diploma in general business, stretched over three years to accommodate additional Chinook courses.

This program is offered by the following Chinook partner colleges: Camosun College, Capilano University, College of New Caledonia, Langara College, Northwest Community College.

Year 1 is designed to prepare the student for business studies, and includes courses in math, computer training and communication skills development. In Year 2 and Year 3, students will continue to study math, economics, communications, accounting, additional business topics, and Indigenous studies. In addition, an integrative Chinook program (COMM) course is taken as a visiting student at the University of British Columbia (UBC).

There are two Chinook option streams available to students: UBC bound, and non-UBC bound. It is extremely important that students consult the Program Leader or Academic Advisor before commencing the program.

With a Chinook diploma in hand, students are able to enter the workforce or continue on to advanced business studies at UBC. UBC will accept the Diploma in Business Administration – Chinook Option (plus two additional required courses) as a block transfer into third year of the Bachelor of Commerce (Chinook Major). The BCom (Chinook Major) offers students an opportunity to continue their studies at an advanced level. By earning a diploma or a

degree in business the student will gain the skills, confidence and credentials needed for a wide variety of career opportunities in entrepreneurship, private industry, government, and Aboriginal organizations in such fields as marketing, accounting, finance, human resources and more.

### Program Participation Requirements:

- Students will be required to commute occasionally to UBC during the program in order to complete the two integrative Chinook Program courses. Chinook 1 & 2 (COMM) will require students attend at least two workshops at UBC, with assignment completion through distance education.

### Program Completion Requirements:

- Students must complete all required program courses plus the Chinook Work Placement and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration – Chinook Option.
- Students must achieve a "C+" in Principles of Math 12 (prerequisite for MATH 108) to enter the BCom (Chinook Major) at UBC.

For more information, call 250-370-4169.

### Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 140	Business Info. Technology	3.0
BUS 141	Business Information Systems	3.0
BUS 150	Introduction to Management	3.0
ENGL 150	English Composition	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
One (1) elective		3.0
COMM 184* Chinook 1 course at UBC		n/a
<b>Total Credits</b>		<b>24.0</b>

### Year 2

Courses		Credits
ACCT 207	Managerial Accounting	3.0
<b>OR</b>		
ACCT 220**	Management Cost Accounting 1	3.0
BUS 130	Business Communications	3.0
BUS 276	Business Law	3.0
ECON 102	Canadian Economy	3.0
<b>OR</b>		
ECON 103**	Principles of Microeconomics	3.0
One (1) BUS 200-level elective		3.0
<b>OR</b>		
ACCT 111**	Financial Accounting 2	3.0
One (1) BUS 200-level elective		3.0
<b>OR</b>		
BUS 230**	Elementary Statistics	3.0
One (1) elective		3.0
COMM 184* Chinook 1 course at UBC		n/a
<b>Total Credits</b>		<b>21.0</b>

### Work Term 1 (Spring/Summer)

COMM 284\* Chinook Work Placement (UBC)

### Year 3

Courses	Credits
One (1) BUS 200-level elective	3.0
<b>OR</b>	
BUS 220** Organizational Behaviour	3.0
One (1) BUS 200-level elective	3.0
<b>OR</b>	
BUS 313** Employee and Labour Relations	3.0
One (1) BUS 200-level elective	3.0
<b>OR</b>	
ECON 104 Principles of Macroeconomics	3.0
One (1) BUS 200-level elective	3.0
<b>OR</b>	
ECON 205** Managerial Economics	3.0
COMM 285 Chinook 2 course at UBC	n/a
<b>Total Credits</b>	<b>12.0</b>

\* *Chinook 1 and Chinook Work Placement will likely occur during the summer semester. Chinook 1 could continue through the winter semester of Year 2.*

\*\* *These courses, plus the Chinook courses, are required if students intend to transfer to UBC to complete the Bachelor of Commerce (Chinook Major). Students transferring to UBC must also complete MATH 108 and ACCT 320 at Camosun before they can be admitted into the UBC BCOM program.*

**Note:** *Recommended Indigenous electives include ENGL 164, CRIM 236, SOC 104, and SOC 106.*

### Finance Option

The Diploma in Business Administration – Finance option is designed to develop the skills and knowledge that allow graduates to work in the finance industry. It offers a foundation in either financial planning or corporate finance, covering areas such as business finance; investment analysis; money, banking, and financial institutions; client relationships and marketing; professional ethics; economics; personal taxations, and accounting.

Graduates of the Finance option may find career opportunities with banks; finance departments of larger corporations and government; credit unions, and trust companies; investment dealers; mortgage brokerage firms; insurance companies; lending and leasing institutions; and financial planning firms. Graduates may obtain advanced standing and/or recognition in a number of professional programs.

Graduates may also choose to complete a Bachelor's degree at a variety of post-secondary institutions, including:

- Camosun College (Bachelor of Business Administration)
- Athabasca University
- British Columbia Institute of Technology
- Kwantlen Polytechnic University
- Vancouver Island University
- Royal Roads University
- Thompson Rivers University – Open Learning
- University of Northern BC
- University of Lethbridge

**Note:** *Students are encouraged to seek assistance from Academic Advisors and department Chairs to ensure that their program is appropriate to their chosen educational goal.*

#### Program Completion Requirements:

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 to qualify for a Diploma in Business Administration – Finance Option.

### Year 1

Courses	Credits
ACCT 110 Financial Accounting 1	3.0
ACCT 111 Financial Accounting 2	3.0
BUS 130 Business Communications	3.0
BUS 140 Business Info. Technology	3.0
BUS 141 Business Information Systems	3.0
BUS 150 Introduction to Management	3.0
ECON 103 Principles of Microeconomics	3.0
ENGL 150 English Composition	3.0
FIN 110 Fundamentals of Finance	3.0
MARK 110 Introduction to Marketing	3.0
<b>Total Credits</b>	<b>30.0</b>

### Year 2

Courses	Credits
ACCT 207 Managerial Accounting	3.0
<b>OR</b>	
ACCT 220 Management Cost Accounting 1	3.0
BUS 276 Business Law	3.0
ECON 104 Principles of Macroeconomics	3.0
ECON 210 Money and Banking	3.0
FIN 210 Corporate Finance	3.0
FIN 220* Investments 1	3.0
FIN 230 Financial Planning 1	3.0
Two (2) electives (Any 200-level School of Business course)	6.0
One (1) of:	
ACCT 240 Taxation for Financial Planning	3.0
FIN 221* Investments 2	3.0
FIN 231 Financial Planning 2	3.0
FIN 310 Advanced Finance	3.0
<b>Total Credits</b>	<b>30.0</b>

\* *Students taking FIN 220 and FIN 221 are prepared to qualify for the Canadian Securities Licence by writing separate exams with the Canadian Securities Institute (CSI).*

### General Business Option

The Diploma in Business Administration – General Business option provides learners with the knowledge, skills, and abilities to function in a variety of business and government environments. Students coming to the program with industry-specific skills will develop broad business knowledge/abilities and perspectives that will allow them to function more effectively in a variety of business situations. These would range from operating their own businesses or engaging in entrepreneurial activities to working for employers in which knowledge and skills relating to management, marketing, finance, and accounting would be applied. This option is designed to provide students with maximum flexibility in choosing those courses that will be most relevant and specific to their needs.

Graduates of this program may choose to complete a baccalaureate degree at a variety of post-secondary institutions, including: Camosun College (Bachelor of Business Administration), Royal Roads University, University of Northern BC, University of Lethbridge, Thompson Rivers University (Open University), Vancouver Island University, Kwantlen Polytechnic University, and British Columbia Institute of Technology.

#### Program Completion Requirements:

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration – General Business Option.

### Year 1

Courses	Credits
ACCT 110 Financial Accounting 1	3.0
ACCT 207 Managerial Accounting	3.0
BUS 130 Business Communications	3.0
BUS 140 Business Info. Technology	3.0
BUS 141 Business Information Systems	3.0
BUS 150 Introduction to Management	3.0
ECON 102* The Canadian Economy	3.0
ENGL 150 English Composition	3.0
FIN 110 Fundamentals of Finance	3.0
MARK 110 Introduction to Marketing	3.0
<b>Total Credits</b>	<b>30.0</b>

\* *ECON 103 or ECON 104 may be substituted for ECON 102. This substitution is recommended for students who wish to advance to a School of Business BBA program.*

### Year 2

Courses	Credits
BUS 276 Business Law	3.0
Nine (9) electives	27.0
<b>Total Credits</b>	<b>30.0</b>

#### Required electives:

Electives may be any 200-level School of Business course, including up to two 200-level ABT courses, and up to two 200-level GOLF courses; ACCT 111; ECON 103, or ECON 104.

## Indigenous Business Leadership Option

The Diploma in Business Administration — Indigenous Business Leadership option provides learners with the opportunity to explore and apply Indigenous perspectives in management and leadership while gaining a broad business education. The program of study is comprised of a core of Indigenous Business Leadership courses complemented by required courses selected from the general curriculum.

Classes will include a mix of lectures, group-work simulations, sharing circles, guest lecturers and case-study activities. The core courses will reflect current Indigenous realities and concerns.

The program can be taken full or part time and may include both day and some night classes. Classes will include a mix of lectures, group-work simulations, sharing circles, guest lecturers and case-study activities. The core courses will reflect current Indigenous realities and concerns.

Students will have opportunities to mentor with Indigenous professionals through their program and complete a significant community enterprise project with an Indigenous community or organization. Mentorships and community projects will take place in an Indigenous community or organization. Some seminar classes may be hosted by a local Indigenous community.

### Admission Requirements:

In addition to meeting direct entry admission requirements, applicants must:

- Submit a current resume listing employment background, education and any volunteer or community activities; and,
- Submit a 100-word statement explaining how the program will benefit the applicant and what they will bring to the program.

### Program Completion Requirements:

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration — Indigenous Business Leadership Option.

## Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 207	Managerial Accounting	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 150	Introduction to Management	3.0
ECON 102*	The Canadian Economy	3.0
ENGL 150	English Composition	3.0
IBL 105	Indigenous Business Context	3.0
IBL 110	Indigenous Leadership 1	3.0
MARK 110	Introduction to Marketing	3.0
<b>Total Credits</b>		<b>30.0</b>

\* *ECON 103 or ECON 104 may be substituted for ECON 102. This substitution is recommended for students who wish to advance to a School of Business BBA program.*

## Year 2

Courses		Credits
BUS 141	Business Information Systems	3.0
BUS 276	Business Law	3.0
FIN 110	Fundamentals of Finance	3.0
IBL 205	Indigenous Business Relationships	3.0
IBL 210	Indigenous Leadership 2	3.0
IST 204	Special Projects	3.0
IST elective*		3.0
Three (3) electives**		9.0
<b>Total Credits</b>		<b>30.0</b>

### Required electives:

Elective courses are to be selected in consultation with the Program Leader.

\* *One (1) elective must be a 100- or 200-level IST course.*

\*\* *Three (3) electives must be 200-level or higher School of Business courses unless prior permission for courses outside the School of Business is granted by the Program Leader.*

## Management Option

The Diploma in Business Administration — Management Option provides learners with the knowledge, skills, and abilities to function as practitioners in supervisory or entry-level management roles within a variety of business environments and government.

Students who come to the program with industry-specific skills will develop the broad management knowledge/abilities that will allow them to be better prepared to take on management roles or to manage the development of their own businesses. Students who have not had direct experience may need to acquire more workplace experience before progressing into management or supervisory roles.

The Diploma in Business Administration — Management Option offers students the opportunity of selecting a variety of business courses designed to meet students' individual career goals. This option provides students with training in management concepts and techniques for careers within

industry or government.

Graduates of this program may choose to complete a baccalaureate degree at a variety of post-secondary institutions, including: Camosun College (Bachelor of Business Administration), Royal Roads University, University of Northern BC, University of Lethbridge, Thompson Rivers University (Open University), Malaspina University College, Kwantlen University College, and British Columbia Institute of Technology.

### Program Completion Requirements:

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration — Management Option.

## Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 207	Managerial Accounting	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 141	Business Information Systems	3.0
BUS 150	Introduction to Management	3.0
ECON 102*	The Canadian Economy	3.0
ENGL 150	English Composition	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
<b>Total Credits</b>		<b>30.0</b>

\* *ECON 103 or ECON 104 may be substituted for ECON 102. This substitution is recommended for students who wish to advance to a School of Business BBA program.*

## Year 2

Courses		Credits
BUS 214	Leadership Skills	3.0
BUS 220	Organizational Behaviour	3.0
BUS 230	Elementary Statistics	3.0
BUS 232	Operations Management	3.0
BUS 276	Business Law	3.0
BUS 280	Entrepreneurship	3.0
<b>OR</b>		
BUS 210*	HR Management Foundations	3.0
BUS 290	Business Strategy Seminar	3.0
Three (3) electives**		9.0
<b>Total Credits</b>		<b>30.0</b>

\* *BUS 210 is recommended for students who wish to continue to the BBA in Human Resource Management & Leadership.*

\*\* Electives must include:  
One 200-level MARK course  
One of BUS 241, BUS 242, or MARK 240  
One of BUS 260, ECON 103, ECON 104, ECON 210, FIN 210, FIN 220, FIN 230, or ACCT 111 (or any other 200-level School of Business ACCT elective)

### Required electives:

One (1) of:		
MARK 200-level course		3.0
AND one (1) of:		
ACCT 111 Financial Accounting 2		3.0
OR		
Any other 2nd year School of Business Accounting elective		
BUS 260 International Business and Trade	3.0	
ECON 103 Principles of Microeconomics	3.0	
ECON 104 Principles of Macroeconomics	3.0	
ECON 210 Money and Banking	3.0	
FIN 210 Corporate Finance	3.0	
FIN 220 Investments 1	3.0	
FIN 230 Financial Planning 1	3.0	
AND one (1) of:		
BUS 241 Business Info. Management	3.0	
BUS 242 Foundations of eBusiness	3.0	
MARK 240 Internet Marketing	3.0	

## Marketing Option

The Diploma in Business Administration – Marketing Option provides learners with solid business education and additional knowledge, skills and abilities to function in a range of marketing roles.

Graduates will find junior employment opportunities in the growing, exciting and creative fields of marketing and sales management, public relations, advertising, and customer service. Graduates may be involved in marketing and entrepreneurial activities in a variety of organizational environments.

Possible job options for the graduate of the diploma program include: Marketing Coordinator, Sales Representative, Sales and Operations Manager, and Account Manager.

After successful completion of the 2-year program, students can do a block transfer to several post-secondary institutions to continue on and complete a degree:

- Camosun College (Bachelor of Business Administration)
- Royal Roads University
- University of Lethbridge
- Thompson Rivers University

### Program Completion Requirements:

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration – Marketing Option.

## Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 207	Managerial Accounting	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 141	Business Information Systems	3.0
BUS 150	Introduction to Management	3.0
ECON 102*	The Canadian Economy	3.0
ENGL 150	English Composition	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
<b>Total Credits</b>		<b>30.0</b>

## Year 2

Courses		Credits
BUS 230	Elementary Statistics	3.0
BUS 276	Business Law	3.0
BUS 290	Business Strategy Seminar	3.0
MARK 210	Marketing Research	3.0
MARK 220	Marketing Communications	3.0
MARK 225	Public Relations	3.0
MARK 235	Creative Selling	3.0
MARK 240	Internet Marketing	3.0
Two (2) electives**		6.0
<b>Total Credits</b>		<b>30.0</b>

A total of six (6) credits may be taken from:

ABT 294	Website Design and Maintenance	3.0
BUS 260	International Business and Trade	3.0
BUS 261	Business and Sustainability	3.0
BUS 280	Entrepreneurship	3.0
MARK 230	Retail Merchandising	3.0
MARK 260	Business in Society	3.0
TMGT 210***	Cdn Perspectives in Tourism	3.0
TMGT 240***	World Perspectives in Tourism	3.0
TMGT 271***	Indigenous Tourism Perspectives	3.0

\* *ECON 103 or ECON 104 may be substituted. This substitution is recommended for students who wish to advance to a School of Business BBA program.*

\*\* *Students moving into the BBA should consult with the Program Leader/Chair for course selection.*

\*\*\* *Only 3 credits in total may be taken from the TMGT courses.*

**Note: Students enrolling in the Bachelor of Business Administration will require ECON 103 plus one of ECON 102 or ECON 104.**

## Tourism Management Option

(This program is suspended. Refer to our [website](#) for current information, or contact the School of Business at [sofbus@camosun.bc.ca](mailto:sofbus@camosun.bc.ca).)

The Diploma in Business Administration – Tourism Management Option is a dynamic, hands-on, applied program that provides learners with a solid business education along with additional knowledge and abilities to succeed within the tourism industry. Drawing on the expertise of leaders in the tourism field, the program is particularly pertinent for students who wish to learn about entrepreneurship in tourism

and the role of tourism in community development. Students also gain a unique cultural awareness and sensitivity in respect to west coast Indigenous values, beliefs, experiences and world view as these relate to community development and tourism management.

Graduates may find work in a variety of tourism services, sectors and community development. Graduates will also have foundational skills that will support their ability to identify and successfully develop and sustain new tourism services/products or move existing businesses into new ventures. As well, graduates will have the knowledge and skills that would serve them well in beginning supervisory, management and owner/operator positions.

Students interested in moving on to a degree program after completing their diploma should consult with the Program Leader or Chair. Existing options include BBA's at Camosun College as well as Thompson Rivers University – Open Learning, Royal Roads University, UNBC, University of Lethbridge, and Athabasca University.

### Program Completion Requirements:

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration – Tourism Management Option.

## Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 207	Managerial Accounting	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 141	Business Information Systems	3.0
BUS 150	Introduction to Management	3.0
ECON 102*	The Canadian Economy	3.0
ENGL 150	English Composition	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
<b>Total Credits</b>		<b>30.0</b>

\* *ECON 103 or ECON 104 may be substituted for ECON 102. This substitution is recommended for students who wish to advance to a School of Business BBA program.*

## Year 2

Courses		Credits
BUS 210	HR Management Foundations	3.0
BUS 214	Leadership Skills	3.0
BUS 261	Business and Sustainability	3.0
BUS 276	Business Law	3.0
BUS 280	Entrepreneurship	3.0
TMGT 210	Cdn Perspectives in Tourism	3.0
TMGT 230	Service Operations	3.0
TMGT 240	World Perspectives in Tourism	3.0
TMGT 271	Indigenous Tourism Perspectives	3.0
PLUS one (1) elective		3.0
<b>Total Credits</b>		<b>30.0</b>

**Required electives may include:**

- any 200-level or higher School of Business credit course;
- any HMG T course, with permission of the Chair;
- any one (1) language course; and/or,
- Other appropriate School of Business Tourism courses may be transferred with permission of the Chair. (Examples include TOUR 121 and TOUR 122).

## Golf Management

The Golf Management program is designed to provide students with the background and knowledge to enter the golfing industry. Students completing this two-year program will receive a Diploma in Golf Management.

The Golf Management program prepares graduates to function as beginning leaders/managers in the golf industry. Graduates may be involved in managing facilities, grounds, programs, services and events that support golf and the golf industry, such as: facilities management, event coordination, managing a pro-shop, golf course supervision, grounds manager, teaching golf, sales and marketing, golf tourism and technical representation for equipment manufacturers.

Graduates, upon successful completion of CPGA requirements, are eligible to apply for positions in the golf industry such as head professional, associate professional or assistant professional in any CPGA facility. As well, graduates are prepared to pursue further studies at a baccalaureate level at Royal Roads University and other institutions.

Co-operative education or internship are optional components of this program. Co-operative education allows learners the opportunity to integrate their studies with two periods of relevant work experience. To obtain the Internship designation, the completion of one work term is required. Work term opportunities will be in a broad variety of areas within the golf industry provincially, nationally and internationally. Work terms are generally about five months each. Students should normally be prepared to relocate outside of Victoria.

**Length:** Two years

**Location:** Interurban Campus

**Starting:** Fall

**Program Codes:**

GOLFM1 Year 1

GOLFM2 Year 2

**Admission Requirements:**

- Submit proof of "C+" in English 12, or EFP 12; or "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; or assessment; and,

- Submit proof of "C" in Principles of Math 11, or Foundations of Math 11, or Pre-calculus 11, or Applications of Math 12, or MATH 137; or "C+" in MATH 072, or MATH 135; or assessment;

OR

- A Certificate in Business Access.

**Eligibility for Co-op/Internship Work Experience:**

- To be eligible to participate in the co-op or internship options, students must successfully complete 9 of 11 first-year courses in Golf Management, obtain a cumulative GPA of 3.0 ("C+"), maintain a "C" grade in all GOLF courses, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term (internship) and all subsequent work terms (co-op).

**Program Completion Requirements:**

- To obtain a Diploma in Golf Management, students must complete 63 credits and obtain a minimum GPA of 2.0, and 500 hours of field experience. *(This requirement can be completed through co-operative education work terms or previous experience in the golf industry).*
- In order to graduate with a Diploma in Golf Management, Co-operative Education Designation, two (2) co-op work terms must be completed successfully.
- In order to graduate with a Diploma in Golf Management, Internship Designation, one (1) work term must be completed successfully.

### Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 150	Introduction to Management	3.0
ENGL 150	English Composition	3.0
GOLF 110	Golf Management Intro	3.0
GOLF 112	Back Shop & Outside Services	3.0
GOLF 115	Golf Retail Operations	3.0
HMG T 187	Food & Beverage Cost Control	3.0
MARK 110	Introduction to Marketing	3.0
<b>Total Credits</b>		<b>30.0</b>

### Year 2

Courses		Credits
ACCT 207	Managerial Accounting	3.0
BUS 210	HR Management Foundations	3.0
BUS 214	Leadership Skills	3.0
BUS 276	Business Law	3.0
ECON 102	The Canadian Economy	3.0
GOLF 114	Tournament & Event Management	3.0
GOLF 210	Turfgrass Management	3.0
GOLF 250	Managing Golf Club Operations	3.0
GOLF 251	Facilities Management	1.5
GOLF 253	Golf Mgmt - Best Practices	1.5
GOLF 254	Biomechanics of Golf	1.5
GOLF 255	Golf Course Design	1.5
TMGT 230	Service Operations	3.0
<b>Total Credits</b>		<b>33.0</b>

**Note:** Some GOLF courses are subject to availability, and only offered in set academic terms.

### Co-op Option

COOP WEP	Workplace Education Prep	0.0
GOLF 101	Co-operative Work Experience 1	6.0
GOLF 201	Co-operative Work Experience 2	6.0
<b>Total Credits</b>		<b>12.0</b>

### Internship Option

COOP WEP	Workplace Education Prep	0.0
GOLF 102	Internship work Experience 1	3.0
<b>Total Credits</b>		<b>3.0</b>

## Hospitality Management

*(Formerly Hotel and Restaurant Management)*

The Hospitality Management Diploma program is a two-year, full-time program and will equip students with the knowledge, management and practical skills needed to pursue supervisory and management careers in the rapidly expanding hospitality industry both locally and internationally.

Because of the high demand for applied skills, this is a mandatory two-term workplace education program. Workplace education provides learners with opportunities to integrate their studies with a period of relevant work experience. To gain a global perspective of the hospitality industry, students are encouraged to consider an international placement.

Hospitality Management diploma graduates are able to apply to a wide range of university degree programs throughout Canada and the world, some of which include:

- Camosun College - BBA Human Resource Management & Leadership; and BBA Marketing Communications Management
- Royal Roads University - BComm, or BA in International Hotel Management
- University of Victoria - BComm
- Latrobe University (Australia) - BComm
- Ryerson University - BComm

**Length:** Two years

**Location:** Lansdowne and/or Interurban Campus

**Starting:** Fall

**Program Codes:**

HMG T1 Year 1

HMG T2 Year 2

**Admission Requirements:**

- Submit proof of "C+" in English 12, or EFP 12; or "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106, or ENGL 140; or ELD 092 and ELD 094; or ELD 097; or assessment; and,

- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12; or "C+" in MATH 072, or MATH 135; or assessment; and,
- Submit a resume and/or proof of employment of six months full-time or 1000 hours of practical experience in the Hotel/Restaurant industry or completion of Secondary School Hospitality and Tourism Career Preparation program provincial curriculum.

**Program Participation Requirement:**

- Accepted students will be expected to attend an orientation in late August.

**Eligibility for Internship Work Experience:**

- To be eligible to participate in internship, students must successfully complete at least 35 program credits which must include HMGT 100, and HMGT 285; and, obtain a minimum GPA of 2.0 prior to the first work term.
- To maintain eligibility for the subsequent internship work term, students must successfully complete all program courses; maintain a GPA of 2.0; and complete the first work term successfully.

**Program Completion Requirements:**

- To qualify for the Diploma in Hospitality Management, Internship Designation, students must complete all program courses, achieve an overall GPA of at least 2.0, and successfully complete two internship work terms.

**Full-time Schedule**

Year	Fall	Winter	May-Aug
1	Academic Term 1	Academic Term 2	Work Term 1
Year	Oct-Dec	Jan-Apr	May-Aug
2	Academic Term 3	Academic Term 4	Work Term 2

**Year 1**

Academic Term 1 (Fall)		Credits
BUS 130	Business Communications	3.0
BUS 150	Introduction to Management	3.0
HMGT 100	Hospitality Career Skills	1.5
HMGT 180	Culinary Management Essentials	3.0
HMGT 184	Beverage Operations	2.0
HMGT 187	Food and Beverage Cost Control	3.0
HMGT 192	Hospitality Info. Technology	3.0
<i>OR</i>		
BUS 140	Business Info. Technology	3.0
<b>Total Credits</b>		<b>18.5</b>
Academic Term 2 (Winter)		Credits
ACCT 130	Hospitality Accounting	3.0
ENGL 150	English Composition	3.0
HMGT 185	Beverage Management Essentials	2.0
HMGT 186	Hotel Operations 1	3.0
HMGT 285	Integrated Restaurant Management	4.0
TMGT 210	Canadian Perspectives in Tourism	3.0
<b>Total Credits</b>		<b>18.0</b>

**Work Term 1 (May - Aug)**

HMGT 101	Co-operative Work Experience	5.0
<b>Total Credits</b>		<b>5.0</b>

**Year 2**

Academic Term 3 (Fall)		Credits
ACCT 207	Managerial Accounting	3.0
BUS 214	Leadership Skills	3.0
HMGT 286	Integrated Events Management	4.0
MARK 110	Introduction to Marketing	3.0
<b>Total Credits</b>		<b>13.0</b>

Academic Term 4 (Winter)		Credits
BUS 125	Hospitality Law	3.0
BUS 210	HR Management Foundations	3.0
BUS 290H	Strategic Hospitality Mgmt	3.0
ECON 102	The Canadian Economy	3.0
<i>OR</i>		
ECON 103	Principles of Microeconomics	3.0
HMGT 283	Hotel Operations 2	3.0
<b>Total Credits</b>		<b>15.0</b>

**Work Term 2 (Apr - Aug)**

HMGT 102	Internship Work Experience	4.0
<b>Total Credits</b>		<b>4.0</b>

**Office Management**

This is a two-year diploma program comprised of the one year Certificate in Office Administration program and one year of the Diploma in Business Administration program.

The modern office has changed considerably and not only with technology. Roles have changed and often job delineations have been blurred. There is a need for trained administrative management. The expectations of employers and the range of skills required in the office have increased.

Through this program, we offer opportunities for those who want the practical office skills combined with administrative and management training. Possible careers include assistant to executive/manager, office manager, administrative assistant, supervisory-level positions, and other positions in middle management.

Students who complete the Office Management Diploma have the option of bridging into Camosun's Advanced Diploma in Human Resource Management, as well as several degree programs, including Camosun's Bachelor of Business Administration – Human Resource Management & Leadership major. Please contact the ABT Chair for more information.

Co-operative education or internship are optional components of this program. Co-operative education allows learners the opportunity to integrate their studies with two (2) periods of relevant work experience. To obtain the Internship designation, the completion of one (1) work term is required. Students should see Co-operative Education & Student Employment to work out an individual co-op program plan. Students are *not*

required to have an Internship designation in Office Administration in order to access the co-op option in the Diploma in Office Management.

Students who complete the Office Management Diploma have the option of bridging into Camosun's Advanced Diploma in Human Resource Management, as well as several degree programs, including Camosun's Bachelor of Business Administration - Human Resources Management & Leadership major. Please contact the ABT Chair for more information.

**Length:**

Eight months (*after completion of the Certificate in Office Administration*)  
With internship option: 12 months

**Location:** Interurban Campus

**Starting:**

Certificate: September

Diploma: January, May, July, September

**Program Code:** OFFICEMGMT

**Admission Requirements:**

- A Camosun College certificate in Office Administration, Legal Office Assistant, or Medical Office Assistant with a GPA of 3.0 ("C+") or higher; or assessment by the Dean of the School of Business;
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12; or "C+" in MATH 072, or MATH 135; or assessment; and,
- ACCT 110.

**Eligibility for Co-op Work Experience:**

- To participate in co-op, prior to the first work term students must successfully complete nine Year 1 courses and the Workplace Education Prep workshop series (COOP WEP), and obtain a minimum GPA of 3.0.
- To maintain eligibility for the subsequent co-op work term, students must maintain a GPA of 3.0 and complete the first work term successfully.

*\* If a co-op work term has been completed in Office Administration, COOP WEP is not required.*

**Eligibility for Internship Work Experience:**

- To participate in internship, prior to the first work term students must successfully complete nine Year 1 courses and the Workplace Education Prep workshop series (COOP WEP), and obtain a minimum GPA of 3.0.

### Program Completion Requirements:

- To qualify for the Diploma in Office Management, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Diploma in Office Management, Co-operative Education Designation, two (2) co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Office Management, Internship Designation, one (1) work term must be completed satisfactorily.

### Required Courses Credits

See *Certificate in Office Administration for Year 1 courses*.

ACCT 207	Managerial Accounting	3.0
BUS 150	Introduction to Management	3.0
BUS 210	HR Management Foundations	3.0
BUS 214	Leadership Skills	3.0
BUS 220	Organizational Behaviour	3.0
BUS 276	Business Law	3.0
ECON 102*	The Canadian Economy	3.0
MARK 110	Introduction to Marketing	3.0
<i>PLUS two (2) of:</i>		
ABT 281	Accounting Software Tools	3.0
ABT 294	Website Design and Maintenance	3.0
BUS 215	Agreement Seeking at Work	3.0
BUS 281	Negotiations and Contracts	3.0
PADM 260	Managing Multi-Party Decisions	3.0
<b>Total Credits</b>		<b>30.0</b>

\* *ECON 103 or ECON 104 may be substituted.*

**Note:** *Course availability and co-op/ internship options vary depending on academic term and prerequisites. Contact the Chair of Applied Business Technology or Academic Advisor to develop a Personal Learning Plan.*

### Co-op Option

COOP WEP	Workplace Education Prep	0.0
ABT 101*	Co-operative Work Experience 1	6.0
<i>AND/OR</i>		
BUS 201	Co-operative Work Experience 2	6.0
<b>Total Credits</b>		<b>6.0 - 12.0</b>

\* *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 requirement of two work experience terms.*

### Internship Option

COOP WEP	Workplace Education Prep	0.0
ABT 102*	Internship Work Experience 1	3.0
<i>AND/OR</i>		
BUS 202	Internship Work Experience 2	3.0
<b>Total Credits</b>		<b>3.0 - 6.0</b>

\* *Students who have completed ABT 102 and who wish to seek a Diploma Internship designation should enrol in BUS 202. Students who have not completed a previous internship should enrol 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 of Office Management program.*

## Public Administration

The Public Administration program provides learners with the necessary knowledge, skills and abilities to enter the public administration field as a beginning practitioner with an interest in ongoing career development, including a supervisory role.

For students with no public sector work experience, the diploma program will help them enter the field. To be gainfully employed in the field, recent high school graduates may find it necessary to combine the classroom with other work and life experience.

The Diploma in Public Administration can be taken on a part-time (excluding co-op) or full-time basis. As much as possible courses will be offered in a format that will allow students to continue working while they learn. Distributed education, part-time study and evening and weekend offerings are all options for making this diploma program accessible to working professionals. Some Year 2 courses are offered in alternate odd and even years.

There are opportunities for college credit for equivalent learning from educational programs in the workplace and from related work or life experience. The college's Prior Learning Assessment (PLA) initiative will play a role, along with transfer credit for recognized programs.

Having completed Year 1, students can transfer to the Diploma in Business Administration program. See details under that program. Some of the courses in the program are also core courses for the Intermediate Certificate in Local Government Management, which supports management staff in the municipal sector. See the departmental Chair for more information.

This program is eligible for bridging to the Thompson Rivers University – Open Learning's Bachelor of Business Administration and to their Bachelor of Business Administration (Public Sector Management).

Graduates may be employed in a variety of government positions in municipal, provincial and federal government.

Graduates may also work in nonprofit, regulatory and non-government environments or those that are removed from government decision-making but are publicly funded.

Co-operative education or internship are optional components of this program. Co-operative education allows learners the opportunity to integrate their studies with two (2) periods of relevant work experience. To obtain the Internship designation, the completion of one (1) work term is required.

### Length:

Full time:	Two years
Part time:	Determined by student and availability of courses.

**Location:** Varies

**Starting:** Fall

**Program Codes:**

BUSADMIN1 Year 1

PADMIN2 Year 2

**Specialization Code:**

PADMIN Public Administration

### Direct Entry

#### Admission Requirements:

- Submit proof of "C+" in English 12, or EFP 12; or "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; or assessment; and,
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12; or "C+" in MATH 072, or MATH 135; or assessment.

### Career Entry

*Career Entry students will also need the following for entry into the program:*

#### Admission Requirements:

- Submit proof of a minimum of three years public sector work experience to be assessed by the Public Administration Program Leader;
- A letter of recommendation from the student's employer; and,
- Assessment by the Public Administration Program Leader.

#### Eligibility for Co-op Work Experience:

- In order to participate in co-op, students must successfully complete eight Year 1 courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.

- To maintain eligibility for the subsequent co-op work term, students must maintain a GPA of 3.0 and complete the first work term successfully.

#### Eligibility for Internship Work Experience:

- In order to participate in internship, students must successfully complete eight Year 1 courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.

#### Program Completion Requirements:

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Public Administration.
- To qualify for the Diploma in Public Administration, Co-operative Education Designation, two (2) co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Public Administration, Internship Designation, one (1) work term must be completed satisfactorily.

#### Courses required in the suggested order to complete the program:

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 140	Business Info. Technology	3.0
BUS 150	Introduction to Management	3.0
ENGL 150	English Composition	3.0
FIN 110	Fundamentals of Finance	3.0
PSC 104	Canadian Government	3.0
<b>OR</b>		
PSC 106	Canadian Politics	3.0
BUS 130	Business Communications	3.0
BUS 141	Business Information Systems	3.0
ECON 102	The Canadian Economy	3.0
MARK 110	Introduction to Marketing	3.0
PADM 112	Intro to Public Administration	3.0
BUS 210	HR Management Foundations	3.0
BUS 276	Business Law	3.0
PADM 211	Planning in Government	3.0
PADM 227	Government Services	3.0
PADM 230	Public Finance in Canada	3.0
PADM 240	Law and Administration	3.0
PADM 260	Managing Multi-Party Decisions	3.0
PADM 276	Application Project	2.0
One (1) elective		3.0
<b>Total Credits</b>		<b>59.0</b>

#### Required electives:

##### One (1) of the following:

BUS 214	Leadership Skills	3.0
<b>OR</b>		
BUS 215	Agreement Seeking at Work	3.0
<b>OR</b>		
BUS 312	Human Resource Development	3.0
BUS 220	Organizational Behaviour	3.0
MARK 225	Public Relations	3.0
<b>OR</b>		
MARK 260	Business in Society	3.0

#### Co-op Option

COOP WEP	Workplace Education Prep	0.0
BUS 101	Co-operative Work Experience 1	6.0
BUS 201	Co-operative Work Experience 2	6.0
<b>Total Credits</b>		<b>12.0</b>

#### Internship Option

COOP WEP	Workplace Education Prep	0.0
BUS 102	Internship work Experience 1	3.0
<b>Total Credits</b>		<b>3.0</b>

## Certificate Programs

### Business Access

This program is designed for students interested in the Diploma in Business Administration who do not meet the math or English admission requirement, or wish to refresh their math or English skills before starting a business diploma program. Students are given the opportunity to gain their math and English admission requirement or refresh skills, while simultaneously taking introductory business courses.

Students who pass all the required courses, with a "C+" in MATH 072 or MATH 135, and have a minimum "C" average will have a seat reserved for them in the Diploma in Business Administration in the next semester. Students who complete this program will receive transfer credit for one course (BUS 140) towards a Diploma in Business Administration.

Computer familiarity prior to beginning the program is helpful. Courses require out-of-class work on a computer; home access to a computer is helpful but not required. The School of Business computer labs are available seven days a week.

#### Length:

Full time: Four months

Part time: Determined by student and availability of courses.

**Location:** Interurban Campus

**Starting:** Fall and Winter

**Program Code:** BUSACC

#### Admission Requirements:

- Submit proof of "C" in English 11; or "B" in ENGL 050; or ELD 072 and ELD 074; or ELD 072 and ELD 080; or assessment; and,
- Submit proof of "B" in Applications of Math 11; or "C" in Principles of Math 10, or Foundations of Math & Pre-calculus 10, or Applications of Math 12, or MATH 053, or MATH 057; or "C-" in Principles of Math 11, or Pre-calculus 11; or assessment.

#### Program Completion Requirements:

- Students must successfully complete all program courses, receive at least a "C+" in MATH 072 or MATH 135, and obtain an overall cumulative GPA of at least 2.0 in order to qualify for the Certificate in Business Access.

Core Courses		Credits
BUS 140	Business Info. Technology	3.0
ELD 060*	ELD Support Course	0.0
ENGL 140	Technical & Professional English	3.0
LRNS 102	Learning & Problem-Solving Skills	1.0
MATH 072	Advanced Mathematics 1	4.0
<b>OR</b>		
MATH 135	Career Algebra	3.0
<b>Total Credits</b>		<b>10.0 - 11.0</b>

\* ELD 060 is required for students entering with ELD 072 and one of ELD 074 or ELD 080. If entry is based on assessment, ELD 060 is required if deemed necessary by the ELD Assessment Counsellor.

**Note:** Part-time students must take MATH 072 or MATH 135 first, and it is recommended that part-time students take the courses in the aforementioned order.

### Business Management

This program will provide participants who are working in business, government and industry with additional business management and leadership skills. The ten-course, 30-credit program offers an assortment of courses designed to provide participants with an understanding of the elements of business management and operations. It is designed to include a combination of required basic management skills and flexibility to enable participants to meet their existing business management needs.

The certificate also provides the graduate with additional education opportunities through the:

- Diploma in Business Administration;
- The Thompson Rivers University — Open Learning (TRU-OL) Bachelor of Business Administration (BBA).

#### Length:

Full time: One to two years  
Determined by availability of courses.

Part time: Varies.

**Location:** Interurban Campus

**Starting:** Fall

**Program Code:** BUSMGMT

#### Admission Requirements:

- Submit proof of "C" in English 12, or EFL 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; or assessment; and,

- Submit proof of "C" in Principles of Math 11, or Foundations of Math 11, or Pre-calculus 11, or Applications of Math 12; or "C+" in MATH 072, or MATH 135; or assessment.

#### Program Completion Requirements:

- Students must complete all required courses and electives, and achieve an overall GPA of at least 2.0 in order to qualify for a Certificate in Business Management.

Courses		Credits
BUS 214*	Leadership Skills	3.0
<b>PLUS four (4) courses from the following:</b>		
ACCT 110	Financial Accounting 1	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 230	Elementary Statistics	3.0
ECON 102	The Canadian Economy	3.0
<b>OR</b>		
ECON 103	Principles of Microeconomics	3.0
<b>OR</b>		
ECON 104	Principles of Macroeconomics	3.0
FIN 110	Fundamentals of Finance	3.0
<b>OR</b>		
BUS 276	Business Law	3.0
MARK 110	Introduction to Marketing	3.0
<b>PLUS five (5) electives**</b>		<b>15.0</b>
<b>Total Credits</b>		<b>30.0</b>

\* Students who have completed 48 hours of core course work from the Leadership Development certificate program will be eligible to receive transfer credit for this course. For information about the Leadership Program courses call 250-370-4128. Other students may be eligible to receive credit through assessment of their prior learning (PLA) for this course. To discuss Prior Learning Assessment options, please contact the Chair at 250-370-4130.

\*\* Required electives may be any School of Business credit courses for which the student has the prerequisites. Electives can include core courses not taken.

## Local Government Administration

This part-time program is aimed at students who are working in municipal government and will provide an opportunity to obtain recognition for post-secondary studies that relate specifically to their roles as local government employees.

Students who successfully complete this certificate and have local government work experience may apply to the Provincial Board of Examiners for certification. Students are encouraged to clarify their eligibility by contacting the Board of Examiners directly through the Ministry of Community Services.

#### Length:

Two years or less; determined by student and availability of courses

**Location:** Distance Education (online)

**Starting:** Fall, Winter, Spring, Summer

**Program Code:** LOCALGOV

#### Admission Requirements:

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; or assessment.

**Note:** Students will be required to have access to computers with online capability.

#### Program Completion Requirement:

- Students must achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Certificate in Local Government Administration.

Courses		Credits
PADM 112	Intro to Public Administration	3.0
PADM 227	Government Services	3.0
PADM 230	Public Finance in Canada	3.0
PADM 240	Law and Administration	3.0
Two (2) electives*		6.0
<b>Total Credits</b>		<b>18.0</b>

#### \* Required electives:

Two post-secondary courses having the equivalent of six Camosun College credits in the areas of Public Administration, Business, Political Science, English, or Business Communications; and, electives may be obtained from any recognized post-secondary institution in British Columbia.

## Professional Accounting

The Certificate in Professional Accounting program consists of twelve courses and can be completed in approximately one year if taken on a full-time basis (provided the student begins in Spring term and completes ACCT 110, FIN 110, ACCT 111, and BUS 140 or BUS 141 during Spring and Summer terms). This program is designed to provide students with the background and knowledge to enter business or government in an accounting capacity.

The program is targeted towards students who already have a degree and need the courses required by the Certified Management Accountants (CMA), the Certified General Accountants (CGA) and the Chartered Accountants (CA).

Upon successful completion of the CMA required courses and a degree, students may take the CMA Preparatory Course which prepares them for the CMA National Entrance Exam. After passing this exam, students move into the two-year CMA Strategic Leadership Program, which upon completion, qualifies them to receive the Certified Management Accountants designation.

Upon successful completion of the CGA required courses, students will have completed the first four levels of the CGA program except for Business Case One. They will then take PACE, a program administered by the CGA Association. Upon successful completion of the PACE

level courses and a degree, students will be academically qualified for the CGA designation.

Upon successful completion of the CA required courses and a degree, students are academically qualified to register in the module courses administered by the Chartered Accountant School of Business (CASB).

Internship is an optional component of this certificate that allows students the opportunity to enhance their studies with a period of relevant work experience.

Students who have already completed some course work at a professional institute or another post-secondary institution should submit official transcripts to be assessed for transfer credit.

#### Length:

Part time: Varies

Full time: Approximately one year, and depending on availability of courses.

**Location:** Interurban Campus

**Starting:** Fall, Winter, Spring, Summer

**Program Code:** PACCT

#### Specialization Codes:

CA Chartered Accountant

CGA Certified General Accountant

CMA Certified Management Accountant

#### Admission Requirements:

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; or assessment; and,
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12; or "C+" in MATH 072, or MATH 135; or assessment.

#### Eligibility for Internship Work Experience:

- To participate in internship, students must successfully complete a minimum of six (6) required courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.

#### Program Completion Requirements:

- To qualify for a Certificate in Professional Accounting, students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0.

- To qualify for a Certificate in Professional Accounting, Internship Designation, one (1) work term must be completed satisfactorily.

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 111	Financial Accounting 2	3.0
ACCT 210	Financial Accounting 3	3.0
ACCT 211	Financial Accounting 4	3.0
ACCT 220	Management Cost Accounting 1	3.0
ACCT 320	Management Cost Accounting 2	3.0
ACCT 380	Auditing 1	3.0
ACCT 470	Income Tax 1	3.0
BUS 141*	Business Information Systems	3.0
FIN 210*	Corporate Finance	3.0
Two (2) electives		6.0
<b>Total Credits</b>		<b>36.0</b>

\* BUS 140 is the prerequisite for BUS 141 and FIN 110 is the prerequisite for FIN 210.

#### Required electives:

Courses		Credit
ACCT 310	Financial Accounting 5	3.0
ACCT 330	Government & NPO Accounting	3.0
ACCT 340	Fraud Awareness	3.0
ACCT 400	Accounting Theory	3.0
ACCT 420	Management Cost Accounting 3	3.0
ACCT 471	Income Tax 2	3.0
BUS 130	Business Communications	3.0
BUS 220	Organizational Behaviour	3.0
BUS 230	Elementary Statistics	3.0
BUS 231	Quantitative Methods	3.0
BUS 241	Business Info. Management	3.0
BUS 276	Business Law	3.0
BUS 400	Advanced Operations Management	3.0
BUS 460	International Trade & Finance	3.0
BUS 480	Advanced Business Strategy	3.0
ECON 103	Principles of Microeconomics	3.0
ECON 104	Principles of Macroeconomics	3.0
ENGL 150	English Composition	3.0
FIN 220	Investments 1	3.0
MARK 110	Introduction to Marketing	3.0

Note: Credit is not granted for ECON 102.

#### Internship Option

COOP WEP	Workplace Education Prep	0.0
BUS 102	Internship Work Experience 1	3.0
<b>Total Credits</b>		<b>3.0</b>

## Provincial Revenue Administration

This program will allow students to have a clear understanding of the mandate and responsibilities of the Ministry of Provincial Revenue. In addition students will develop skills in negotiating effectively, creating successful agreements, working in teams, solving problems and making decisions. Students will understand the legal issues of taxation and revenue administration including enforcement, compliance and collection and how to manage in a climate of change at both a personal and organizational level.

The purpose of this program is to improve current employees' awareness and understanding of the Ministry of Provincial Revenue's mandate and responsibility, to enable working people to attend college on

a part-time basis and enhance their career advancement and to provide students who have no government work experience with the knowledge and skills needed to enter the field.

This certificate will ladder into the Diploma in Business Administration.

#### Length:

Part time: Determined by student and availability of courses

Location: Interurban Campus

Starting: Fall

Program Code: PROVREV

#### Admission Requirements:

- Submit proof of "C+" in English 12, or EFP 12; or "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; or assessment; and,
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12; or "C+" in MATH 072, or MATH 135; or assessment;

#### OR

- Approval of the School of Business Exceptions Committee.

#### Program Completion Requirements:

- Students must obtain an overall cumulative GPA of at least 2.0 and successfully complete all program courses in order to qualify for a Certificate in Provincial Revenue Administration.

Courses		Credits
ACCT 204	Revenue Administration 1	3.0
ACCT 205	Revenue Administration 2	3.0
ACCT 206	Revenue Admin. Law – BC	3.0
BUS 215	Agreement Seeking at Work	3.0
BUS 220	Organizational Behaviour	3.0
<b>Total Credits</b>		<b>15.0</b>

## Tourism and Business

(This program is suspended. Refer to our [website](#) for current information, or contact the School of Business at [sofbus@camosun.bc.ca](mailto:sofbus@camosun.bc.ca).)

The Certificate in Tourism and Business is a dynamic, applied program that provides learners with a broad understanding of the tourism industry and a solid grounding in practical business skills. Core values of service, along with fundamental themes in sustainability and Indigenous world views, will allow students to better examine the business world through a tourism lens.

Students are encouraged to combine their tourism studies with an internship. This will allow for the practical application of program concepts while gaining valuable industry-specific work experience.

Graduates who wish to further their studies will receive up to 30 credits towards the 60-credit Diploma in Business Administration – Tourism Management at Camosun College.

#### Length:

Direct Entry: full time, up to one year

Career Entry: full time, up to one year

Part time: Varies

Location: Interurban Campus

#### Starting:

Full time: Fall (8-month program)  
Winter (12-month program)

Part time: Fall, Winter, Spring, Summer

Program Code: TOURBUS

## Entry Options to the Certificate in Tourism and Business Program

### Direct Entry

Direct Entry to the Certificate in Tourism and Business program is designed for students with limited or no business experience.

#### Admission Requirements:

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; or assessment; and,
- Submit proof of "C" in Principles of Math 11, or Applications of Math 12, or Foundations of Math 11, or Pre-calculus 11; or "C+" in MATH 072, or MATH 135; or assessment;

### Career Entry

Career Entry to the Certificate in Tourism and Business program is designed for students with a minimum of five years of business or related experience.

- Approval of the School of Business Exceptions Committee; and,
- A detailed resume outlining a minimum of 5 years of related work experience; and,
- Copies of transcripts related to post-secondary education as well as outlines of relevant business seminars, short courses, etc., that have been completed either through employers or through industry/trade associations.

#### Eligibility for Internship Work Experience:

- To participate in internship, students must successfully complete a minimum of nine (9) required courses, including BUS 130, BUS 150, TMGT 210, and TMGT 230; obtain a minimum GPA of 3.0; and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.

### Program Completion Requirements:

- Students must successfully complete all program courses and achieve an overall cumulative GPA of 2.0 or higher.

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 150	Introduction to Management	3.0
BUS 261	Business and Sustainability	3.0
MARK 110	Introduction to Marketing	3.0
TMGT 210	Cdn. Perspectives in Tourism	3.0
TMGT 230	Service Operations	3.0
TMGT 240	World Perspectives in Tourism	3.0
TMGT 271	Indigenous Tourism Perspectives	3.0
<b>Total Credits</b>		<b>30.0</b>

### Internship Option

COOP WEP	Workplace Education Prep	0.0
BUS 102	Internship Work Experience 1	3.0

**Total Credits** 3.0

## Applied Business Technology Certificate Programs

The Applied Business Technology Department offers a wide range of programs designed to provide thorough and technologically current office training. Our goal is to provide opportunities for students to develop the knowledge, skills and attitudes necessary for successful participation in a career as an administrative professional.

### Part-time Students

Subject to the availability of space, students may study in any of the Applied Business Technology programs on a part-time basis. Prerequisites for the individual courses are listed with the course descriptions.

## Bookkeeping Fundamentals

### Online Delivery

The Bookkeeping Fundamentals Certificate program is designed for students who require flexibility and convenience to complete their education goals. This certificate prepares students with the fundamental skills and knowledge necessary to provide entry-level bookkeeping support for today's office.

Employment possibilities include entry-level bookkeeping positions in a variety of business settings.

Graduates of the program acquire a Camosun College Bookkeeping Fundamentals certificate. This program bridges into other Applied Business Technology certificate and diploma programs.

This online program is offered on a full or part-time basis. All courses are taken online through BC Campus portal.

**Length:** Varies

**Location:** Online

**Starting:** Continuous intake

**Program Code:** ABTBKF

### Admission Requirements:

- Submit proof of "C" or higher in English 12, or EFP 12, or ENGL 092, or ENGL 140, or ELD 92, or ELD 97; or assessment;
- Submit proof of "C" in Principles of Math 10, or Foundations of Math and Pre-calculus 10, or Applications of Math 11; or "C+" in MATH 034; or assessment.

### Program Completion Requirements:

- Students must complete all program courses with a grade of "C" or higher.
- The program is designed to be completed within 24 months from commencement of the first online course.

Online Courses		Credits
ABTO 100	Online Learner Success	1.0
ABTO 105	Keyboarding I	2.0
ABTO 115	Business English	3.0
ABTO 120	Business Math and Calculators	2.0
ABTO 125	Job Search	2.0
ABTO 132	Intro to Computers and Internet	2.0
ABTO 136	Spreadsheets I	2.0
ABTO 137	Spreadsheets II	2.0
ABTO 150	Accounting I	3.0
ABTO 151	Accounting II	3.0
ABTO 152	Computerized Accounting	3.0
<b>Total Credits</b>		<b>25.0</b>

## Legal Office Assistant

The Certificate in Legal Office Assistant program provides learners with the knowledge, skills, and abilities to function in entry-level support roles in a variety of legal, government and general business environments. Students coming to the program with general office skills will develop the broad legal and procedural knowledge/abilities and perspectives that will allow them to function more effectively in a variety of legal settings. Legal Office Assistant graduates typically provide secretarial and administrative services that support managers and professional employers in both the private and public sectors, including law offices, legal departments of large firms, real estate companies, public courts and government.

This program includes day and evening classes, as well as field experiences such as visits to courts, legal libraries, and various registries. This program involves a demanding full-time schedule.

Graduates of the program may choose to complete specialized training in a number of areas, as this program ladders directly into additional credentials within the legal administration field.

**Length:** 12 months

**Location:** Interurban Campus

**Starting:** Fall

**Program Code:** ABTLGL

### Admission Requirements:

- Submit proof of "C+" in English 12, or EFP 12; or "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; or assessment;
- Submit proof of "C" in Principles of Math 10, or Applications of Math 11, or Foundations of Math and Pre-calculus 10; or "C+" in MATH 034; or assessment; and,
- Submit proof of touch keyboarding speed of 35 words per minute with five or fewer errors. *Camosun College assessment required\**.

**Recommended:** Fluent spoken English.

*\* Speed and technique requirements must have been assessed by Camosun College not more than 12 months prior to the start of the Legal Office Assistant program.*

**Note:** Computer familiarity prior to beginning the program is helpful. Courses require out-of-class work on a computer; home access to a computer is helpful but not required. The School of Business computer labs are available seven days a week.

### Program Completion Requirements:

- Students must complete all required program courses and electives, achieve an overall cumulative GPA of at least 2.0, and demonstrate a keyboarding speed of at least 60 wpm with five or fewer errors to obtain a Certificate in Legal Office Assistant.

Academic Term 1 (Fall)		Credits
ABT 164	Business Communications 1	3.0
LGL 111*	Legal Document Skills	*
LGL 112	Legal Office Accounting	3.0
LGL 114	Foundations of Law	3.0
LGL 115**	Legal Office Keyboarding	**
LGL 160	Word Processing 1 - Legal	3.0
<b>Total Credits</b>		<b>12.0</b>
Academic Term 2 (Winter)		Credits
ABT 171	Office Computer Essentials	3.0
LGL 111*	Legal Document Skills	*
LGL 115**	Legal Office Keyboarding	**
LGL 120	Fundamental Civil Litigation	3.0
LGL 122	Real Estate Law & Conveyancing	3.0
LGL 124	Family Law and Procedure	3.0
<b>Total Credits</b>		<b>12.0</b>
Academic Term 3 (Spring)		Credits
LGL 130	Corporate Law, Criminal Law	3.0
LGL 133	Wills, Estates, Business Law	3.0
LGL 161	Word Processing 2 - Legal	3.0
<b>Total Credits</b>		<b>9.0</b>

Practicum (Summer)	
LGL 140 Integrated Practice Experience	5.0
<b>Total Credits</b>	<b>5.0</b>

\* LGL 111 taken during Fall and Winter academic terms until mastery of the three (3) skills is achieved. 3.0 credits granted upon completion.

\*\* LGL 115 taken during Fall and Winter academic terms until mastery of 60 wpm is achieved. 2.0 credits granted upon completion.

## Medical Office Assistant

The Certificate in Medical Office Assistant program prepares students to perform the administrative and clinical duties of an office assistant in a medical or health care office. Graduates work as MOA's in the offices of general practitioners, specialists and practitioners of complementary medicine or in health care facilities.

The Medical Office Assistant Certificate program is offered full and part-time, and in two formats: face-to-face classroom delivery and online learning. Students are advised to contact the appropriate program leader or department chair to review the options.

Please note: Classroom and Online options are independent of one another and are not intended to be blended.

[Option A: Classroom delivery](#) - full-time or part-time

[Option B: Online delivery](#) - full-time or part-time

### Option A: Classroom Delivery

The classroom delivery option of the Medical Office Assistant Certificate program is offered on a full-time and part-time basis, and is limited to 35 students per year.

The program includes an optional three-week practicum, which normally occurs during the first weeks of the Spring semester.

#### Length:

Full time: Eight months

Part time: Varies

Location: Interurban

Starting: September

Program Code: ABTMOA

### Admission Requirements:

- Submit proof of "C" or higher in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ENGL 140, or ELD 092, or ELD 097; or assessment; and,
- Submit proof of keyboarding speed of 30 words per minute with five or fewer errors (*Camosun College assessment required*\*).

\* *Speed and technique requirements must have been assessed by Camosun College not more than 12 months prior to the start of the Medical Office Assistant program.*

### Program Completion Requirements:

- To qualify for the Medical Office Assistant Certificate program, students must complete all program courses with a grade of a "C" or higher.
- The classroom program is designed to be completed within 24 months.

Academic Term 1 (Fall)		Credits
ABT 112*	Medical Office Keyboarding	2.0
ABT 122	Medical Office Procedures 1	3.0
ABT 124	Health Office Financial Skills	3.0
ABT 128	Medical Terminology 1	3.0
ABT 160	Word Processing 1	3.0
ABT 171	Office Computer Essentials	3.0
<b>Total Credits</b>		<b>17.0</b>

Academic Term 2 (Winter)		Credits
ABT 112*	Medical Office Keyboarding	2.0
ABT 123	Medical Office Procedures 2	3.0
ABT 125	Medical Office Communications	3.0
ABT 129	Medical Terminology 2	3.0
ABT 131	Medical Office Transcription	3.0
ABT 135	Computerized Medical Billing	3.0
<b>Total Credits</b>		<b>17.0</b>

\* or Camosun College assessment at 50 wpm with five or fewer errors achieved, not more than six months prior to the start of the program.

### Practicum (Spring) 3 weeks, optional

ABT 139	Practicum (Medical Office)	3.0
<b>Total Credits</b>		<b>3.0</b>

### Option B: Online Delivery

The online option of the Medical Office Assistant Certificate is offered on a full-time or part-time basis.

Length: Varies

Location: Online

Starting: Continuous intake

Program Code: ABTMOA

### Admission Requirements:

- Submit proof of "C" or higher in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ENGL 140, or ELD 092, or ELD 097; or assessment; and,
- Submit proof of keyboarding speed of 30 words per minute with five or fewer errors (*Camosun College assessment required*\*).

\* *Speed and technique requirements must have been assessed by Camosun College not more than 12 months prior to the start of the Medical Office Assistant program.*

### Program Completion Requirements:

- To qualify for the Medical Office Assistant Certificate program, students must complete all program courses with a grade of a "C" or higher.
- The online program is designed to be completed within 48 months from commencement of the first online course.

Online Courses		Credits
ABTO 100	Online Learner Success	1.0
ABTO 106	Keyboarding II	2.0
OR		
ABTO 107	Keyboarding II Cortez	2.0
ABTO 112	Human Relations	2.0
ABTO 115	Business English	3.0
ABTO 120	Business Math and Calculators	2.0
ABTO 125	Job Search	2.0
ABTO 132	Intro to Computers and Internet	2.0
ABTO 133	Presentation Software	1.0
ABTO 134	Word Processing I	2.0
ABTO 135	Word Processing II	2.0
ABTO 136	Spreadsheets I	2.0
ABTO 138	Database	2.0
ABTO 150	Accounting I	3.0
ABTO 160	Medical Terminology I	1.0
ABTO 161	Medical Terminology II	3.0
ABTO 162	Medical Terminology III	1.0
ABTO 170	Medical Transcription	3.0
ABTO 172	Manual Medical Billing	2.0
ABTO 173	Medical Billing Computerized	2.0
ABTO 175	Clinical Procedures and Practice	3.0
ABTO 180	Medical Administrative Procedures	3.0
<b>Total Credits</b>		<b>44.0</b>

### Practicum (Spring) 3 weeks, optional

ABT 139	Practicum (Medical Office)	3.0
<b>Total Credits</b>		<b>3.0</b>

## Office Administration

This program is designed to provide a solid foundation for an individual planning a career as an administrative professional. In addition to business communications, introductory accounting, information management and human relations skills, the graduate will have in-depth exposure, as an end-user, of the technologies required for today's office.

The Office Administration Certificate Program is offered full and part-time in two formats: face-to-face classroom delivery and online learning. Students are advised to contact the appropriate program leader or department chair to review the options.

Internship is an optional component of this program. Internship allows learners the opportunity to enhance their studies with a period of relevant work experience.

Employment possibilities range from entry-level administrative positions to executive assistants as well as self-employment opportunities. This program directly ladders to additional credentials within the office administration field.

Please note: Classroom and Online options are independent of one another and are not intended to be blended.

**Option A: Classroom delivery - full-time or part-time**

**Option B: Online delivery - full-time or part-time**

### Option A: Classroom Delivery

The classroom delivery option of the Office Administration Certificate program is offered on a full-time and part-time basis. The program includes an optional Internship component, which normally occurs during Spring and Summer terms.

**Length:**

Full time: Eight months

Part time: Varies

Internship Option: 12 months

**Location:** Interurban Campus

**Starting:**

Full time: September

Part time: Varies

**Program Code:** ABTOAD

**Admission Requirements:**

- Submit proof of "C" in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ENGL 140, or ELD 092, or ELD 097; or assessment; and,
- Submit proof of "C" in Principles of Math 10, or Foundations of Math & Pre-calculus 10, or Applications of Math 11; or "C+" in MATH 034; or assessment.

**Eligibility for Internship Work Experience:**

- To participate in internship, students must successfully complete 10 of 11 Year 1 courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.

**Program Completion Requirements:**

- To qualify for the Certificate in Office Administration, students must successfully complete all program courses with a grade of "C" or higher.
- In order to qualify for the Certificate in Office Administration, Internship Option, one (1) work term must be completed successfully.
- The face-to-face classroom program is designed to be completed within 24 months.

### Academic Term 1 (Fall) Credits

ABT 110*	Office Admin Keyboarding	
*2.0	ABT 117	Interpersonal Success Tools
3.0		
ABT 160	Word Processing 1	3.0
ABT 164	Business Communications 1	3.0
ABT 167	Records Management	3.0
ABT 170	Information Technology	3.0
<b>Total Credits</b>		<b>15.0-17.0</b>

### Academic Term 2 (Winter) Credits

ABT 110*	Office Admin Keyboarding	*2.0
ABT 118	Office Procedures	3.0
ABT 161	Word Processing 2	3.0
ABT 165	Business Communications 2	3.0
ABT 178	Excel and Access Software	3.0
ABT 184	Accounting Basics	3.0
<b>Total Credits</b>		<b>15.0 - 17.0</b>

*\* Taken during each academic term until mastery of 45 wpm is achieved. 2.0 credits granted upon completion; or, Camosun College assessment at 45 wpm with five or fewer errors achieved not more than six months prior to the start of the program. The School of Business offers keyboarding speed assessments through [Continuing Education](#) for a fee of \$25.*

### Work Term 1 (Spring & Summer) Credits

COOP WEP	Workplace Education Prep	
0.0		(Internship students only)
ABT 101	Co-operative Work Experience 1	6.0
	OR	
ABT 102	Internship Work Experience 1	3.0
<b>Total Credits</b>		<b>3.0 - 6.0</b>

**Notes:**

1. *Students wishing to move on to the Diploma in Office Management are required to obtain a "C" or higher in Principles of Math 11, or Applications of Math 11, or Foundations of Math 11, or Pre-Calculus 11; or a "C+" in Math 072, or Math 135, or assessment plus are required to take ACCT 110. (This can substitute for ABT 184).*
2. *Students are eligible to receive only an Internship designation in this Certificate program because the Cooperative Education designation requires the successful completion of two Cooperative Education work terms. Students wishing to pursue the Cooperative Education designation must do so by completing further studies in the Diploma in Office Management program.*

### Option B: Online Delivery

The online option of the Office Administration Certificate program is offered on a full-time and part-time basis. The program includes an optional Internship component, which normally occurs during Spring and Summer terms.

**Length:** Varies

**Location:** Online

**Starting:** Continuous intake

**Program Code:** ABTOAD

**Admission Requirements:**

- Submit proof of "C" in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ENGL 140, or ELD 092, or ELD 097; or assessment; and,
- Submit proof of "C" in Principles of Math 10, or Foundations of Math & Pre-calculus 10, or Applications of Math 11; or "C+" in MATH 034; or assessment.

**Eligibility for Internship Work Experience:**

- To participate in internship, students must complete all program courses, obtain a minimum grade point average of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the internship.

**Program Completion Requirements:**

- To qualify for the Certificate in Office Administration, students must successfully complete all program courses with a grade of "C" or higher.
- In order to qualify for the Certificate in Office Administration, Internship Option, one (1) work term must be completed successfully.
- The online program is designed to be completed within 48 months from commencement of the first online course.

### Online Courses Credits

ABTO 100	Online Learner Success	1.0
ABTO 104	Administrative Procedures	2.0
ABTO 105	Keyboarding I	2.0
ABTO 106	Keyboarding II	2.0
	OR	
ABTO 107	Keyboarding II Cortez	2.0
ABTO 112	Human Relations	2.0
ABTO 113	Records Management	2.0
ABTO 115	Business English	3.0
ABTO 116	Business Communication	3.0
ABTO 120	Business Math and Calculators	2.0
ABTO 125	Job Search	2.0
ABTO 130	Integrated Project-Administrative	3.0
ABTO 132	Intro to Computers and Internet	2.0
ABTO 133	Presentation Software	1.0
ABTO 134	Word Processing I	2.0
ABTO 135	Word Processing II	2.0
ABTO 136	Spreadsheets I	2.0
ABTO 137	Spreadsheets II	2.0
ABTO 138	Database	2.0
ABTO 139	Outlook	1.0
ABTO 150	Accounting I	3.0
ABTO 151	Accounting II	3.0

**Total Credits** 44.0

*\* Taken during each academic term until mastery of 45 wpm is achieved. 2.0 credits granted upon completion; or, Camosun College assessment at 45 wpm with five or fewer errors achieved not more than six months prior to the start of the program. The School of Business offers keyboarding speed assessments through [Continuing Education](#) for a fee of \$25.*

Work Term 1 (Spring & Summer)		Credits
COOP WEP	Workplace Education Prep (Internship students only)	0.0
ABT 101	Co-operative Work Experience 1	6.0
OR		
ABT 102	Internship Work Experience 1	3.0
<b>Total Credits</b>		<b>3.0 - 6.0</b>

#### Notes:

1. *Students wishing to move on to the Diploma in Office Management are required to obtain a "C" or higher in Principles of Math 11, or Applications of Math 12, or Foundations of Math 11, or Pre-Calculus 11; or a "C+" in Math 072, or Math 135, or assessment plus are required to take ACCT 110. (This can substitute for ABT 184).*

## Office Fundamentals

### Online Delivery

The Office Fundamentals Certificate program is designed for students who require flexibility and convenience to complete their education goals. This certificate prepares students with the fundamental skills and knowledge necessary to provide entry-level administrative support for today's office.

Employment possibilities include entry-level bookkeeping positions in a variety of business and government settings.

Graduates of the program acquire a Camosun College Office Fundamentals certificate. This program bridges into other Applied Business Technology certificate and diploma programs.

This online program is offered on a full-time or part-time basis. All courses are taken online through BC Campus portal.

**Length:** Varies

**Location:** Online

**Starting:** Continuous intake

**Program Code:** ABTOF

#### Admission Requirements:

- Submit proof of "C" or higher in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ENGL 140, or ELD 92, or ELD 97; or assessment;
- Submit proof of "C" or higher in Principles of Math 10, or Foundations of Math and Pre-calculus 10, or Applications of Math 11; or "C+" in MATH 034; or assessment.

#### Program Completion Requirements:

- Students must complete all program courses with a grade of "C" or higher.
- Students must obtain an average keyboarding speed of 25 words per minute with five or fewer errors.

- The program is designed to be completed within 24 months from commencement of the first online course.

Online Courses	Credits	
ABTO 100	Online Learner Success	1.0
ABTO 104	Administrative Procedures	2.0
ABTO 105	Keyboarding I	2.0
ABTO 112	Human Relations	2.0
ABTO 113	Records Management	2.0
ABTO 115	Business English	3.0
ABTO 120	Business Math and Calculators	2.0
ABTO 125	Job Search	2.0
ABTO 132	Intro to Computers and Internet	2.0
ABTO 134	Word Processing I	2.0
ABTO 136	Spreadsheets I	2.0
ABTO 138	Database	2.0
ABTO 139	Outlook	1.0
<b>Total Credits</b>		<b>25.0</b>

## Continuing Education

The following programs may have unique application procedures, refund policies, etc. Please call 250-370-4565 or visit the [website](#) for current program information.

### Applied Project Management

This Project Management program provides an introduction to the fundamental theory and approach used to manage projects successfully. It focuses on the application of project management methods and tools during initiating, planning, executing, controlling, and closing processes. Employing standardized practices to improve the effectiveness and efficiency of project management is emphasized.

The learners must apply project management processes in accordance with good practices defined in the Project Management Institutes' (PMI) Project Management Body of Knowledge (PMBOK® Guide). Learners must be able to apply the processes at an intermediate level as defined by the standards within each module of the program. Learners must successfully pass all courses of the program with at least 60% in each module.

This program is designed to be conducted online in a modular approach and will require 80 hours to complete over a 14-week duration. Learners are free to work on the content at any time, day or night, but must complete all of the coursework and assignments according to the weekly schedule. There are 6 modules or courses in the program and participants will be required to take them in order but can take them over more than one session. This will allow them to spread out their learning if desired. However, students must complete the program within 2 years to be awarded the Certificate.

This program is offered in partnership with the Applied Management Centre (AMC), which is a Project Management Institute (PMI®) Global Registered Education provider.

**Length:** 80 hours over 14 weeks

**Location:** Delivered online as a part-time program

**Starting:** Varies

**Program Code:** APMC

#### Admission Requirements:

- Be over 18 years of age;
- Have basic computer knowledge; and,
- Have a business background.

## Hospital Unit Clerk

The Hospital Unit Clerk Certificate program trains students for the challenging and rewarding job of looking after the administrative and clerical requirements of a hospital unit. The 335-hour (approximately) part-time program prepares graduates to apply for employment in a hospital as a Unit Clerk. The program begins in late September and finishes with a 110-hour practicum placement in April and May.

Classes are held two weeknights and Saturdays with a maximum enrolment of 20 students. Students will be examined in theory and practicum components and upon successful completion, receive a certificate.

**Length:** 335 hours (approximately)

**Location:** Interurban Campus

**Starting:** September

**Program Code:** HOSPUNIT

#### Admission Requirements:

Submit documented proof of the following:

- Official Grade 12 graduation sealed transcripts (including English 12, or Communications 12), or GED;
- Successful completion of the Camosun College Medical Terminology course (minimum of 60 hours duration) with a minimum 75% grade taken within the last three years, or equivalent;
- Keyboarding skills (50 wpm net\*) no more than one year prior to the start of the program and from an approved provider;
- VIHA Medical Terminology Assessment with a minimum of 72% (36/50) grade as per VIHA minimum employment requirements and dated no more than one year prior to the program start; and
- Completion of a free Unit Clerk Information Session.

\*Net means one word taken off for every error.

#### Program Participation Requirements:

- Prior to the practicum, the employer requires a negative TB skin test within six months of the practicum start. In the event of a positive TB skin test, a negative TB chest X-ray is required.

- Prior to the practicum, the employer recommends that students update their immunization for German measles, polio, tetanus, diphtheria, and Hepatitis B, and be free from latex sensitivity or allergy.
- Community organizations and facilities require students to complete criminal record checks (including Vulnerable Sector Check) before beginning practicum placements.\* Students are responsible for completing this process within three months prior to the start of the practicum, according to Camosun College processes. Students who have not provided a criminal record check that is acceptable to an agency at the time of placement, may not be accepted in the practicum experience. The could result in the inability to complete the program.

\* All students must have received a "clear" criminal record check letter from the Ministry of Public Safety and Solicitor General. The Criminal Record Review Act requires that students registered in a post secondary program where they may be working with children and/or vulnerable adults must have a criminal record check done through the BC Government's Criminal Record Review program. The Deputy Registrar of the Ministry of Public Safety and Solicitor General, Policing and Community Safety Branch, is the authorized body under the Act to make the determination of risk.

Any student found to be at risk by the Ministry will not be able to participate in clinical/practicum experiences, and thus, will not continue in this program. Information regarding application for the appropriate Criminal Record Check will be provided by the college once the minimum admission requirements have been met. Students are responsible for the associated costs. Any criminal record check done outside of the college will NOT be accepted and will result in additional cost to the student.

---

## Leadership Development

Leadership is this decade's biggest challenge and the greatest competitive advantage an organization has. Engaging the hearts and minds of the people in organizations is how things get done. The degree to which the people are engaged in their work is due largely to leadership. We know that leaders need to be self aware as well as skilled in the art of strategically and successfully leading people and projects in today's dynamic and complex work environments. This program will give students the opportunity to explore who they are as a leader as well as what kinds of things leaders are called upon to do.

The program's modular format is designed for the adult part-time learner. It will be of interest to those new to a leadership role as well as those who are seasoned leaders/supervisors looking to formalize their learning in this area, or simply seeking individual learning opportunities.

To complete the program, students must complete a minimum of 141 hours of the required core and elective modules. Once the classroom hours have been completed, students can submit an application for the final assessment of their learning and register for the assessment module (LDCT 699V) to demonstrate their learning through completion of a written report or presentation. Once the assessment module has been successfully completed, a program certificate will be issued. *We recommend that students take Leadership Overview (LDCT 500V) before progressing to other courses.*

Modules are offered in an assortment of formats, which include daytime, evening and weekend hours. A different assortment of core and elective modules are offered every semester (Fall, Winter and Spring) with all core modules being offered a minimum of once each calendar year.

**Length:** 141 hours

*Learners must complete the core and elective courses within five (5) years to be eligible for the certificate.*

**Location:** Interurban Campus

**Starting:** Varies

**Program Code:** LDCT

**Admission Requirements:**

- There are no admission requirements for this part-time program. Some individual courses have prerequisites and that information is provided in individual course descriptions in the Continuing Education calendar.

**Note:** *It is not necessary to commit to the entire program prior to registration in any of the individual courses.*

---

## MS-Access Data Management

Whether you plan to develop or manage database applications in-house or as a consultant, this 252-hour, part-time program will provide you with the relationship database concepts, strong software skills and key development methodology you need to be successful. You will learn to design and build a wide variety of database applications, create customized, user-friendly user interfaces and much more. Software includes Microsoft Access, Visual Basic for Applications (VBA) and Sequel Query Language (SQL). For more information, click [here](#).

There are eight courses, a self-directed assignment and completion courses, plus a completion project. The schedule varies and includes some evenings, Saturdays and weekdays. *Scheduling of advanced courses varies and is normally evenings only.*

**Length:** 252 hours includes self-directed assignment and completion courses  
*Must finish within two years*

**Location:** Interurban Campus; Some classes at Lansdowne

**Starting:** Fall, Winter, Spring

**Program Code:** MSACCESS

**Admission Requirements:**

- There are no admission requirements for this part-time program. All courses have prerequisites. Refer to the individual course descriptions in the Continuing Education calendar.

---

## MS-Office

Nearly every job that involves a computer requires skills in Microsoft Word, Outlook, Excel, Access and PowerPoint software. In this hands-on, fast-paced program you will learn a wide variety of ways to use MS-Office software to automate your work, integrate your files and produce professional quality documents.

**Length:** 175 Hours including self directed assignment and completion courses (Schedule varies and includes evenings, weekdays and some Saturday classes)  
*Must finish within two years*

**Location:** Lansdowne and Interurban

**Starting:** Fall, Winter, Spring, Summer

**Program Code:** MSOFFICE

**Admission Requirements:**

- There are no admission requirements for this part-time program. All courses have prerequisites. Refer to the individual course descriptions in the Continuing Education calendar. It is not necessary to commit to the entire program prior to registering for individual courses.

**Program Completion Requirements:**

- Students must complete all program courses, including the successful completion of BSCM 559V (MS-Office Course Assignments) and BSCM 540V\* (MS-Office Completion Project).

\* *The completion project is the final course in the program. It can be started at any time, but must be completed within two months of registering. The project is graded (competency based).*

## Travel Counselling

This comprehensive program follows the CITC core curriculum, which is the standard set by the Canadian travel industry. The program covers airline ticketing and tariffs, world geography, tours, cruises, hotels, car rentals, rail travel, insurance, job readiness skills, computer reservations, marketing and sales. It is recommended that students have basic computer skills including word processing.

The program prepares students for entry-level positions with travel agencies, tour operators and airlines.

**Length:** Six months

**Location:** Interurban Campus

**Starting:** January

**Program Code:** TRAVEL

**Admission Requirements:**

- Grade 12 graduation;
- Submit proof of "C" in English 12, or EFF 12, or ENGL 092, or ENGL 103, or ELD 092; or assessment; and,
- Attendance at a free Travel Counselling information session (TRCT 990V). (Out of town applicants, please contact [sofbus@camosun.bc.ca](mailto:sofbus@camosun.bc.ca) for information package.)

*Basic computer skills including word processing recommended.*

## Web Foundations

The Web Foundations program is your starting point for web training. The program is focused on the most critical elements of web design that are the least likely to change over time. You will develop the skills needed to create basic yet functional, well designed websites. By the end of the program you will have designed and developed several small sites as well as a comprehensive project encompassing all the concepts covered in the program.

**Length:** Part time, evenings only (120 hours total offered two nights per week)

**Location:** Interurban

**Starting:** September, February

**Program Code:** WEBFN

**Admission Requirements:**

- Submit proof of attendance in BSCM 710V Web Foundations Pre-course; or assessment by Program Coordinator.

## Transfer Equivalents

Camosun College offers transfer equivalents linking Business program courses with professional designations and institutes. Some transfer equivalents are packaged as programs to ensure the completion of studies in a specific period of time. Credit from these Camosun College courses can be applied towards programs offered by the following institutes. Transfer arrangements are subject to regulations of both Camosun and the appropriate organization.

Students interested in Continuing Education transfer equivalents should check the CE calendar (published three times a year) for registration details.

Students interested in the credit transfer equivalents must:

- apply to the college; and,
- meet college admission requirements and individual course prerequisites (as outlined in the course descriptions found later in this calendar).

## Chartered Accountant (CA)

**CA Required Courses**      **Camosun Equivalent**

Advanced Financial Accounting	ACCT 310 or ACCT 420
Auditing	ACCT 380
Business Law	BUS 276
Finance	FIN 210 & FIN 220 or FIN 221
Intermediate Financial Accounting	ACCT 210 & ACCT 211
Introductory Financial Accounting	ACCT 110 & ACCT 111
Introductory Taxation	ACCT 470 & ACCT 471
Management and Cost Accounting	ACCT 220 & ACCT 320
Management Information Systems	BUS 141

**CA Suggested Courses**      **Camosun Equivalent**

Business Systems Analysis	BUS 241
Economics	ECON 103 & ECON 104
Math	BUS 231 or MATH 100 or MATH 108
Organizational Behaviour	BUS 220
Probability/Statistics	BUS 230

For further information on ICABC acceptable equivalents, call ICABC at **1-800-663-2677**, or the School of Business at **250-370-4137**.

## Certified General Accountant (CGA)

CGA	Camosun Equivalent*
120 Business Writing	ENGL 150 or BUS 130
Work Experience	BUS 101 & BUS 201
AU1** Auditing 1	ACCT 380
EM1 Economics 1	ECON 103 & ECON 104
FN1 Finance 1	FIN 110 & FIN 210
FA1 Financial Accounting 1	ACCT 110 & ACCT 111
FA2/3 Financial Accounting 2/3	ACCT 210 & ACCT 211
FA4** Financial Accounting 4	ACCT 310
MA1 Management Cost Accounting 1	ACCT 220 & ACCT 320
MA2 Management Cost Accounting 2	ACCT 320 & ACCT 420
MS1 Management Information Systems 1	BUS 141
MS2 Management Information Systems 2	BUS 241
Public Speaking	CRER 702V
QM2 Quantitative Methods 2	BUS 230 or BUS 231
TX1** Taxation 1	ACCT 470 & ACCT 471

Credit is available for co-operative work experience (student must join CGA as a student member in order to obtain work experience credit).

\* "C+" or higher required on each course.

\*\* Restrictions may apply to transfer. Please contact CGA or the School of Business for more details.

For more information on CGA-acceptable equivalents, call CGA at **1-800-565-1211**, or the School of Business at **250-370-4137**.

## Certified Management Accountant Society of British Columbia (CMA)

### Accounting Technologist & Entrance Examination Program

CMA	Camosun Equivalent*
FA1 Financial Accounting 1	ACCT 110 & ACCT 111
CL1 Commercial Law	BUS 276
OB1 Organizational Behaviour	BUS 220
EC1 Economics	ECON 103 & ECON 104
FA 2&3 Financial Accounting 2 & 3	ACCT 210 & ACCT 211
MA 1 Management Cost Accounting 1	ACCT 220
MA 2 Management Cost Accounting 2	ACCT 320
Business Communication	BUS 130
TX1 Taxation	ACCT 470 & ACCT 471
QM1 Quantitative Methods	BUS 230
FM1 Financial Management	FIN 210
AS1 Accounting Information Systems	BUS 141
FA4 Advanced Financial Accounting I	ACCT 310
A1 Auditing	ACCT 380
MA3 Advanced Management Accounting	ACCT 420

\* *Minimum "C+" grade is required for each course.*

Credit is available for co-operative work experience (student must join CMA as a student member in order to obtain work experience credit).

An Entrance Examination Preparation program is held each spring for CMA students planning to write the Entrance Examination in June. Camosun College delivers the preparation program in the Victoria area.

For more information on CMA acceptable equivalents, please call the CMA at 1-800-663-9646, or the School of Business at 250-370-4137.

## Credit Union Institute of Canada Professional Development for Credit Unions

The CUIC is an independent, national, educational association owned, funded and controlled by the Canadian Credit Union System which provides Canadian Credit Unions with professional development for their elected officials, management and staff.

## General Business Studies Program (GBSP)

CUIC	Camosun Equivalent
110 Accounting	ACCT 110 & ACCT 111
120 Communications	BUS 130
130 Management/Business Administration	BUS 110
140 Marketing	MARK 110 & MARK 265
150 Business Finance	FIN 110 & FIN 210
160 Organizational Behaviour	BUS 220
170 Economics	ECON 103 or ECON 104
180 elective	BUS 210 or BUS 310 or BUS 276

## Management Studies Program (MSP)

MSP	Camosun Equivalent
110 Accounting	ACCT 110 & ACCT 111
130 Management/Business Administration	BUS 110
140 Marketing	MARK 110 & MARK 265
150 Business Finance	FIN 110 & FIN 210
160 Organizational Behaviour	BUS 220
170 Economics	ECON 103 or ECON 104

## Institute of Canadian Bankers

### Associate of the Institute

ICB	Camosun Equivalent
Economics	ECON 103 & ECON 104
Fundamental Accounting	ACCT 110 & ACCT 111
Organizational Behaviour	BUS 220

### Specialized Options

Finance and Accounting	ACCT 220 ACCT 253
and one (1) other course	TBA
General Management Option	BUS 110 BUS 230 BUS 231 BUS 141
Sciences Option	COMP 156 COMP 182 COMP 266 MATH 116 MATH 218

*Note: Please confirm program status with the Institute of Canadian Bankers before enrolling in courses at Camosun. For more information on ICB-acceptable equivalents, call the Institute at: 1-800-361-4636*

## Justice Institute of BC

Justice Institute	Camosun Equivalent
CCR 101 Foundations of Collaborative Conflict Resolution	BUS 200-level course*

AND

CCR 102 Building Your Communication Toolbox	BUS 217
---	---------

\* *Discretionary credit for BUS 215 if student completes CCR 101 and CCR 102.*

## Local Government Management Association of BC

### Intermediate Certificate Program in Local Government Administration

This program has been developed by the Local Government Management Association of BC, in co-operation with Camosun College. The purpose of this program is to provide a standard educational program by which LGMA members and other municipal employees throughout BC can upgrade their academic qualifications and advance their administrative skills.

The educational requirements of the intermediate certificate may be obtained by completing core courses from any community

college, the Thompson Rivers University – Open Learning, universities or accounting organizations (i.e., CGA, CMA, CA). Courses not available from these institutions will be available as correspondence courses from Camosun College. The program is approved by the Board of Examiners under the authority of the Local Government Act of BC and the Local Government Administration Educational Council.

The program consists of 16 one-semester courses. Twelve are available from Camosun and other institutions. Four are provided as correspondence courses from Camosun. The courses with Camosun equivalents are:

LGMA	Camosun Equivalent
Law and Administration	PADM 240
Business Communications	BUS 130
Business Law	BUS 276

### Required electives:

Two (2) (each being 3.0 credits) of:

Employee and Labour Relations	BUS 313
Information Systems	BUS 141
Financial Accounting 1	ACCT 110
Financial Accounting 2	ACCT 111
Intro to Public Administration	PADM 112
Macroeconomics	ECON 104
Organizational Behaviour	BUS 220
Human Resource Management 1	BUS 210
Public Finance in Canada	PADM 230
Government Services	PADM 227

For further information, contact the Program Leader at 250-370-4157.

## Purchasing Management Association of Canada

PMAC has recently developed a new Supply Chain Management Professional program. Please click [here](#) for details or call the BC Institute at 1-800-441-7622 (toll free).

## Certified Financial Planner

For information on CFP-acceptable equivalents, call 1-800-305-9886 or contact the Chair of Finance, School of Business at 250-370-4131.

## Registered Financial Planner

For further information on RFP-acceptable equivalents, call CAFPA at 1-800-346-2237, or the School of Business at 250-370-4131.

## Canadian Securities Commission

The following Canadian Securities courses will transfer for credit to Camosun College as follows:

CSC	Camosun Equivalent
Licensing Part 1 + exam	FIN 220
Licensing Part 2 + exam	FIN 221