

Student Name	
Student Number	Date

Bachelor in Business Administration, Human Resource Management & Leadership Major

Personal Learning Plan; Certificate → Diploma → BBA Pathway
[Request for Credential](#)

PROGRAM COURSES

Year 1 Courses (Certificate)		Prerequisite(s)	Semester Completed	Grade
ACCT 110	Financial Accounting 1	Engl 12 + Math 11		
ACCT 207	Managerial Accounting	ACCT 110		
BUS 130	Business Communications	Engl 12		
BUS 140	Business Info. Technology	Engl 11		
BUS 145	Business Data Analysis	BUS 140		
BUS 150	Introduction to Management	Engl 12		
ECON 103	Principles of Microeconomics	Engl 12 + Math 11		
ENGL 151*	Academic Writing Strategies	Engl 12		
FIN 110	Fundamentals of Finance	Engl 12 + Math 11		
MARK 110	Introduction to Marketing	Engl 12 + Math 11		

Year 2 Courses (Diploma; General Management – HR Focus)		Prerequisite(s)	Semester Completed	Grade
BUS 210	HR Management Foundations	BUS 150		
BUS 214	Leadership Skills	BUS 150		
BUS 220	Organizational Behaviour	BUS 150		
BUS 230	Elementary Statistics	Math 11		
BUS 276	Business Law	Engl 12		
BUS 290	Business Strategy Seminar	ACCT 207 + FIN 110		
BUS 231	One of Quantitative Methods UT Math (except STAT 116 or 216 or 218)	BUS 230		
UT Math				
BUS 215	One of Agreement Seeking at Work Negotiations and Contracts Managing Multi-Party Decisions	Engl 12		
BUS 281		BUS 150		
PADM 260		BUS 150		
Elective	See Elective Guidelines			
Elective	See Elective Guidelines			

PROGRAM INFORMATION

If you started this program prior to 2014 please [contact an Academic Advisor](#) for assistance with making course selections that will support your eligibility for the program credential.

Graduates are qualified to write the [CHRP credentialing examination](#) and are also eligible to apply to the Master's program Business Administration or the Master's in Leadership and Training program at [Royal Roads University](#).

Footnote

* Students may use ENGL 161, 163 or 164 in lieu of ENGL 151

Elective Guidelines – Seven Elective Courses

- Two (2) 200 level or higher School of Business course; ACCT 111, ECON 104, PADM 112 or any 100 level IBL course will be accepted as equivalent 200 level electives.
- Two (2) 100-level or higher School of Business or non-business course (see exception list below)
- Three (3) 200-level or higher School of Business or non-business course (see exception list below)

Courses not acceptable for use as electives in the Bachelor of Business Administration, Human Resource Management & Leadership Option:

- ACCT 220
- ENGL 142
- STAT 116, STAT 216 or STAT 218
- MATH 135 or MATH 137

Work Term Requirement: A minimum of 420 hours of industry relevant work experience is required to graduate. This requirement may be satisfied by completing HRML 499 or BUS 101 and BUS 201. Students should consult with the BBA Program Leader for additional information

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Year 3 Courses		Prerequisite(s)	Semester Completed	Grade
BUS 312		Human Resource Development	BUS 210	
BUS 318		Recruitment, Selection & Retention	BUS 210	
BUS 322		Leading Organizational Change	BUS 214 OR 220	
ENGL 250		Advanced Composition	ENGL 151	
PHIL 330		Ethics in Business	ENGL 151	
BUS 310	Two of	Strategic Compensation	BUS 210	
BUS 313		Employee & Labour Relations	BUS 210	
BUS 315		Workplace Health & Safety	BUS 210	
BUS 325		Human Resources Mgmt Systems	BUS 210	
MARK 210	One of	Marketing Research	MARK 110 + BUS 230	
PSYC 201		Research Methods in Psychology	Math 10 + PSYC 110 + PSYC 120, 130, 164 or 171	
Elective		See Elective Guide		
Elective		See Elective Guide		

Year 4 Courses				
BUS 311		Employment Law	BUS 210 + 276 OR 318	
BUS 421		Strategic HR Management	See Prereq Note 1	
BUS 440		Current Trends in HR Management	See Prereq Note 2	
BUS 480		Advanced Business Strategy	See Prereq Note 3	
BUS 485		Applied Leadership Competencies	BUS 214 + 322	
BUS 310	One of	Strategic Compensation	BUS 210	
BUS 313		Employee & Labour Relations	BUS 210	
BUS 315		Workplace Health & Safety	BUS 210	
BUS 325		Human Resources Mgmt Systems	BUS 210	
BUS 450	One of	International Management	BBA Year 3 or 4	
BUS 460		International Trade & Finance	ECON 103 & 104	
Elective		See Elective Guidelines		
Elective		See Elective Guidelines		
Elective		See Elective Guidelines		

Applied Work Experience (Choose one of the following 2 options)	
COOP WEP	Workplace Education Preparation
BUS 101	Co-operative Work Experience 1
BUS 201	Co-operative Work Experience 2
or	
HRML 499	Unsupervised Accounting Work Experience

PROGRAM INFORMATION

BBA Program Completion Requirements

To qualify for a BBA - Human Resource Management & Leadership credential, a student must complete all admission requirements and required program courses and electives to total at least 120 credits, 420 hours of applied work experience and achieve an overall cumulative GPA of at least 3.0 ('C+').

Residency Requirement:

A minimum of 10 courses must be taken at Camosun 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, BUS 485 and one of: BUS 450 or BUS 460.

Prerequisite Notes:

- Any two of: BUS 310, BUS 311, BUS 312, BUS 313, BUS 315, BUS 318, BUS 322, BUS 325
- BUS 214 and a minimum of four courses selected from BUS 310, 311, 312, 313, 315, 318, 322, 325, 421 or 485
- Open to Bachelor of Business Administration Year 4 or Post-Degree Diploma in Tourism and Hospitality Management students only

Who to Contact:

- Questions about your course requirements for your Camosun credential or which elective to take, contact:
School of Business Academic Advisors
academicadvising@camosun.bc.ca (enter program in subject line)
- Questions about your personal learning plan, which courses to take in a term or the CPA program, ACCT 499, Permission to Registration Authorization, Prior Learning Assessment, Transfer Credit Issues or comments or concerns regarding a course or instructor, contact:
School of Business
sofbus@camosun.bc.ca | 250.370.4565
- Information about Co-operative Education, Work Terms, Internships, contact:
Co-operative Education & Student Employment
co-op@camosun.bc.ca | 250-370-4410

Personal Learning Plans represent the most recently approved changes to the program, and are intended for course-planning purposes. They are not a binding document. If program requirements have changed since your admission to the program, you may be eligible to graduate under a previous version of the program requirements. Please contact academic advising AcademicAdvising@camosun.bc.ca or refer to the calendar for more information.

Please refer to camosun.ca for the most up to date program information.