

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
All of	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 ¹	
	FIN 110	Fundamentals of Finance	Engl 12 + Math 11 ¹	
One of	MARK 110	Introduction to Marketing	Engl 12 + Math 11 ¹	
	ENGL 151*	Academic Writing Strategies	Engl 12	
	ENGL 161*	Literary Genres	Engl 12	
	ENGL 163*	Intro to Literary Traditions	Engl 12	
	ENGL 164*	Indigenous Literature	Engl 12	

Year 2 Courses (Diploma; General Management – HR Focus)		Prerequisite(s)	Semester Completed	Grade
All of	BUS 210	HR Management Foundations	Engl 12 + BUS 150 ¹	
	BUS 214	Leadership Skills	BUS 110 or BUS 150 or PADM 112	
	BUS 220	Organizational Behaviour	BUS 110 or BUS 150 or PADM 112	
	BUS 230	Elementary Statistics	Math 11	
	BUS 276	Business Law	Engl 12	
	BUS 290	Business Strategy Seminar	ACCT 207 or 220 + FIN 110	
	Elective	See Elective Guidelines		
	Elective	See Elective Guidelines		
One of	BUS 231	Quantitative Methods	BUS 230 or STAT 116, 216 or 218	
	UT Math	UT Math (except STAT 116/216/218)		
One of	BUS 215	Agreement Seeking at Work	Engl 12	
	BUS 281	Negotiations and Contracts	BUS 150	
	PADM 260	Managing Multi-Party Decisions	BUS 150 or PADM 112	

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+').

The BBA HRML program is a CPHR BC & Yukon accredited program. Graduates can apply for certification with the [CPHR Path 3 requirements](#).

Graduates 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

* Completion of this program requires one of ENGL 151, ENGL 161, ENGL 163, and ENGL 164. Students with less than "B" in English 12 must take ENGL 151. Students may use ENGL 150 in lieu of ENGL 151 and ENGL 160 in lieu of ENGL 161, ENGL 163, and ENGL 164 toward program completion.

** BUS 460 is no longer offered.

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

Prerequisite Notes:

1. Pre/Corequisites
2. Any two of: BUS 310, BUS 311, BUS 312, BUS 313, BUS 315, BUS 318, BUS 322, BUS 325 or Admission to PDD HRML program
3. BUS 214 or bachelor's degree + a minimum of four courses selected from BUS 310, 311, 312, 313, 315, 318, 322, 325, 421 or 485
4. Open to Bachelor of Business Administration Year 4 or Post-Degree Diploma in Business Administration students

Bachelor in Business Administration, Human Resource Management & Leadership Major

Year 3 Courses			Prerequisite(s)	Semester Completed	Grade
All of	BUS 312	Human Resource Development	BUS 210		
	BUS 318	Recruitment, Selection & Retention	BUS 210		
	BUS 322	Leading Organizational Change	BUS 214 or 220 or SPMA 200		
	ENGL 250	Advanced Composition	ENGL 151 + BUS 130		
	PHIL 330	Ethics in Business	ENGL 151		
	Elective	See Elective Guide			
Elective	See Elective Guide				
Two of	BUS 310	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		
One of	MARK 210	Marketing Research	MARK 110 + BUS 230 or STAT 116, 216 or 218		
	PSYC 201	Research Methods in Psychology	Math 10 + PSYC 110 + PSYC 120, 130, 164 or 171		

Year 4 Courses					
All of	BUS 311	Employment Law	BUS 210 + BUS 276 or 318		
	BUS 421	Strategic HR Management	See Prerequisite Note ²		
	BUS 440	Current Trends in HR Management	See Prerequisite Note ³		
	BUS 480	Advanced Business Strategy	See Prerequisite Note ⁴		
	BUS 485	Applied Leadership Competencies	BUS 214 or BUS 322 or bachelor's degree		
	Elective	See Elective Guidelines			
	Elective	See Elective Guidelines			
Elective	See Elective Guidelines				
One of	BUS 310	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		
One of	BUS 450	International Management	BBA Year 3 or 4		
	BUS 460**	International Trade & Finance	ECON 103 & 104		

Applied Work Experience (Internship Work Experiences)		Applied Work Experience (Co-op Work Experiences)	
COOP WEP	Workplace Education Preparation	COOP WEP	Workplace Education Prep
BUS 101	Co-operative Work Experience 1	BUS 102	Internship Work Experience 1
BUS 201	Co-operative Work Experience 2	BUS 202	Internship Work Experience 2
BUS 301	Co-operative Work Experience 3	Applied Work Experience (Self-Directed Work Experience)	
BUS 401	Co-operative Work Experience 4	HRML 499	Unsupervised HRML Work Experience

PROGRAM INFORMATION

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.

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. This requirement may be satisfied by completing [HRML 499](#) or [BUS 101](#) and [BUS 201](#). Please contact the [Program Leader](#), upon completion of year 2 to discuss/clarify your options.

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)
International Advisors
international_advisors@camosun.ca
- 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
business@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.