

# Human Resources Management: Bachelor of Business Administration

<b>Faculty of Business</b>	kpu.ca/business
<b>Implementation Date</b>	01-Sep-2012
<b>Start Date(s)</b>	September January May
<b>Admission Type</b>	Open admission Selective entry
<b>Enrolment Type</b>	Open enrolment
<b>Program Type</b>	Undergraduate
<b>Credential Granted</b>	Baccalaureate Degree
<b>Offered At</b>	Surrey
<b>Format</b>	Full-time Part-time Co-op
<b>How to Apply</b>	www.kpu.ca/admission

## DESCRIPTION

The Bachelor of Business Administration (BBA) Program in Human Resources Management provides full-time and part-time intensive study for students wishing to undertake studies in the human resources management field.

Based on extensive consultations with business leaders, and explicit reference to the Required Professional Capabilities of the Certified Human Resources Practitioner (CHRP) designations, the degree is designed to prepare students to achieve the CHRP designation and for a range of Human Resources Professional roles.

This degree is designed as a four year program which students can enter in Year 1 or Year 3 after successfully completing a 60 credit business diploma or 60 credits of study at a post-secondary institution, with appropriate bridging courses.

Many degree classes are scheduled after 4:00 p.m. to allow students to further their education while maintaining current employment.

Students acquire:

- Technical business skills through subject specific studies
- General success skills through employability skills studied; and
- A better understanding of human society and how to contribute to it through liberal education studies

Some unique features of the program are:

- Direct incorporation of Intended Learning Outcomes based on the Certified Human Resources Professional Requirements and industry feedback;
- Practicum, learning partnerships with business, applied projects and assignments and ongoing work experience;
- Third year entry that allows for the transfer of credits from recognized post-secondary programs;
- Exit/re-entry flexibility, where a student can complete the program at their own pace. This allows for changing outside-

of-schools time requirements and does not lock a student into a rigid program, structure and time frame;

- Professional development for individuals seeking higher level training.

## CAREER OPPORTUNITIES

Depending upon their capabilities and experience, a graduate may be able to enter or advance within the field of human resources management. The BBA in Human Resources Management has been designed to incorporate the Required Professional Capabilities of the Certified Human Resources Professional (CHRP) credential as issued by the B.C. Human Resources Management Association.

## PROGRAM ADMISSION REQUIREMENTS

Students may enter the program any time admission requirements are met.

### Year 1 Admission

General university admission requirements apply to this program including the undergraduate-level English Proficiency Requirement.

**Please Note:** One post-secondary English course, equivalent to Kwantlen's ENGL 1100, is a graduation requirement for all Kwantlen degrees. Students wishing to complete the program without having to undertake any preparatory courses must enter with English 12 with a B grade or the equivalent. Please make an appointment with an Academic Advisor to plan your course selections accordingly.

### Year 3 Admission / Continuance

General university admission requirements apply to this program including the undergraduate-level English Proficiency Requirement.

In addition, students may enter the program in Year 3 provided they have ONE of the following:

1. Completion of a business-related diploma from a recognized post-secondary institution, with:
  - a minimum of 60 credits
  - a GPA of 2.7 or higher; and
  - a minimum grade of C+ in Accounting and Statistics

OR

2. Completion of 60 transferable credits at the undergraduate level from a recognized post-secondary institution, including:
  - a minimum GPA of 2.7; and
  - a minimum grade of C+ in Accounting and Statistics
  - the following six required bridging courses or transferable equivalents:
    - ACCT 1230 - Business Statistics (or BUQU 1230) with a minimum grade of C+.
    - Note: Students may earn credit for only one of ACCT 1230 or BUQU 1230.
    - ACCT 2293 - Introductory Financial Accounting (or ACCT 1110 and ACCT 1210) with a minimum grade of C+
    - ECON 1150 - Principles of Microeconomics with a minimum grade of C

- MRKT 1199 - Introduction to Marketing with a minimum grade of C
- BUSI 1210 - Essentials of Management (or BUSI 1215 Organizational Behavior) with a minimum grade of C
- CBSY 1105 - Introductory Computer Applications (or CBSY 2205 Computers and Information Processing) with a minimum grade of C

## PROGRAM REQUIREMENTS

The degree program requires a minimum of 120 credits of required courses and electives. Students admitted to year 3 will have already completed a minimum of 60 credits. If a first year English course was not completed prior to Year 3 entry, degree completion will require more than 120 credits in total. The third and fourth year courses are rigorous and demanding. Students should carefully consider the time requirements of part-time versus full-time study based on their individual work and personal situations.

**Note:** Not all courses are offered at all times or on all campuses. It is important to ensure work and personal schedules can accommodate the posted schedule times prior to committing to the program.

### Years 1 and 2

#### All of:

ACCT 2293	Accelerated Introductory Financial Accounting	3 credits
One course in Mathematics*		3 or more credits
One course in Statistics†		3 or more credits
BUSI 1215	Organizational Behavior	3 credits
BUSI 1250	Human Resources Management	3 credits
BUSI 2405	Operations Management	3 credits
BUSI 2390	Business Law	3 credits
BUSI 2360	Union/Management Relations	3 credits
BUSI 2465	Business Negotiations	3 credits
CMNS 1140	Applied Communications	3 credits
CBSY 1105	Introductory Computer Applications	3 credits
One other CBSY course		3 or more credits
ECON 1150	Principles of Microeconomics	3 credits
ENGL 1100	Introduction to University Writing	3 credits
MRKT 1199	Introduction to Marketing	3 credits

### Two additional courses from any of:

Accounting  
Computer Business Systems  
Economics  
Marketing

### Three electives: these can be any course numbered 1100 or higher.

#### Notes:

\* ACCT 1130 and BUQU 1130 Business Mathematics are the core business math courses recommended for the program. Students may earn credits for only ONE of ACCT 1130 or BUQU 1130.

† ACCT 1230 or BUQU 1230 Business Statistics are the core business statistics courses recommended for the program. Students may earn credits for only ONE of ACCT 1230 or BUQU 1230.

### Year 3

#### All of:

HRMT 3115	Human Relations in Organizations	3 credits
HRMT 3125	Employment Law	3 credits
HRMT 3135	Recruitment and Selection	3 credits
HRMT 3145	Occupational Health and Safety	3 credits
HRMT 3255	Total Compensation	3 credits
ENTR 3000	Professional Business Communications	3 credits
ENTR 3120	Managerial Accounting for Entrepreneurs	3 credits
ENTR 3160	Information Technology for Business	3 credits
ENTR 3170	Entrepreneurial Finance	3 credits

#### One of:

ENTR 3150	Business Economics	3 credits
ECON 3150	Managerial Economics	3 credits
ECON 2350	Intermediate Microeconomics	3 credits

### Year 4

#### All of:

HRMT 3265	Employee Development and Coaching	3 credits
HRMT 4115	Labour Relations	3 credits
HRMT 4125	Organizational Development	3 credits
ENTR 4110	Business Leadership	3 credits
HRMT 4500	Strategic Human Resources Management	6 credits

## Liberal Education Courses

All business degrees require a minimum of 18 credits of liberal education that include:

- A first year English course (ENGL 1100 or equivalent). If this was not completed prior to BBA entry it must be completed prior to graduation.
- One 3rd or 4th year Ethics course chosen from:
  - PHIL 3033 Business Ethics OR
  - LBED 4210 Ethics and Social (discontinued)
- Four electives chosen from the list of approved Faculty of Business Liberal Education Electives. **Note:** No more than 3 credits can be taken from any one of CMNS, ECON or MRKT courses found on the list of approved electives.

## CO-OPERATIVE EDUCATION

The BBA in Human Resources Management degree is offered with a Co-operative Education option. Co-operative Education gives a student the opportunity to apply the skills gained during academic study in paid, practical work experience semesters. Degree students can complete a minimum of three work terms while completing their degree. Work terms generally occur full-time in separate 4 month work semesters but may also be available part-time over an 8 month continuous (parallel) placement. Work semesters alternate with academic study.

Students wishing to enter and participate in the Co-op Option must meet the following requirements:

### Declaration/Entrance Requirements:

- Successful completion of 30 program credits based on first year entry or admission to third year
- Minimum program GPA of 2.7

### Program Continuance Requirements:

Continuation in the co-op option requires:

- Completion of COOP 1101 prior to 75 program credits (based on first year entry)
- Minimum program GPA of 2.7

### Work Term Requirements:

Participation and enrolment in a co-op work term requires:

- Successful completion of COOP 1101
- Successful completion of 45 program credits based on first year entry or admission to third year
- Instructor permission

## Co-op Requirements

The Co-operative Education designation requires successful completion of the following courses:

### Required:

COOP 1101	Job Search Techniques	1 credit
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### And all of:

COOP 1150*	Co-op Work Semester 1	9 credits
COOP 2150*	Co-op Work Semester 2	9 credits
COOP 3150*	Co-op Work Semester 3	9 credits

### Optional:

COOP 4150*	Co-op Work Semester 4	9 credits
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\* Part-time (Parallel) work terms may be taken over two semesters as COOP 1150A/1150B, COOP 2150A/2150B, COOP 3150A/3150B, or COOP 4150A/4150B respectively.

### Additional requirements:

In addition to the requirements stated above, all Co-op students must satisfy the General Co-operative Education Requirements.

## CREDENTIAL AWARDED

Upon successful completion of this program, students are eligible to receive a **Bachelor of Business Administration in Human Resources Management**.

Upon successful completion of this program with co-operative education, students are eligible to receive a **Bachelor of Business Administration in Human Resources Management, Co-operative Education Option**.