Human Resources Management: Post-Baccalaureate Diploma

School of Business	kpu.ca/business
Program Type	Undergraduate
Credential Granted	Post Baccalaureate Diploma
Offered At	Surrey
Start Date(s)	September January May
Intake Type	Open intake
Format	Full-time Part-time Co-op
Instructional Cycle	Semester-based
Curriculum Effective Date	01-Sep-2015
How to Apply	www.kpu.ca/admission

DESCRIPTION

The Post Baccalaureate Diploma in Human Resources Management is a 33-credit program designed for adult learners who have completed a bachelor-level degree, and who are looking for a pathway to professional employment in the human resources management profession. The Diploma program builds on the base established by the Bachelor of Business Administration (BBA) in Human Resources Management to give adult learners another avenue to upgrade skills required for advancement in the growing human resources field.

ADMISSION REQUIREMENTS

In addition to the Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, the following program admission requirements apply:

- Successful completion of a recognized undergraduate degree, with a Major, Minor or Diploma in Economics or Business, or successful completion of the following KPU courses: BUSI 1210 (or BUSI 1215) and ACCT 2293 (or ACCT 1110 & ACCT 1210), or equivalent transfer credit.
- Successful completion of CMNS 1140 with a grade of "C+" or higher, or equivalent transfer credit for an undergraduate Professional Communications or Business Communications course delivered in English.

Applicants who have extensive business experience may contact the School of Business Dean's office to discuss alternate admission options. In such cases, applicants will be required to submit their resume and a portfolio documenting their HR experience. An interview may also be required.

Applicants who do not meet the above course requirements for direct admission to the Post Baccalaureate Diploma program may be offered admission to the School of Business in order to complete the required courses.

CURRICULAR REQUIREMENTS

The Post Baccalaureate Diploma program requires completion of the following 33 credits of courses with a grade point average of 2.5 or higher.

HRMT 3105	HR Information Technology and Data	3 credits
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
HRMT 3265	Employee Development and Coaching	3 credits
HRMT 4115	Labour Relations	3 credits
HRMT 4125	Organizational Development	3 credits
HRMT 4500	Strategic Human Resources Management	6 credits

Note: Prerequisites and co-requisites of these HRMT courses in the subject areas of ACCT, CMNS and ENTR are waived for students in the Post Baccalaureate Diploma program. Prerequisites and co-requisites of these HRMT courses in the subject area of HRMT must be fulfilled.

While it is possible to complete the program in one year (three semesters), registration in all required courses is subject to space availability. Students must be prepared to take more than three semesters to complete the program. Please consult a Business Degree Advisor for assistance with course planning.

CO-OPERATIVE EDUCATION

The Post-Baccalaureate Diploma in Human Resources Management is offered with a Co-operative Education option. This option requires an additional 10 credits of Co-operative Education courses. Students wishing to enter and participate in the Co-op option must meet the following requirements:

Declaration and Entrance Requirements

- Declaration of the Co-op option upon admission into the Post-Baccalaureate Diploma in Human Resources Management

Work Term and Program Continuance Requirements

Procedures for enrolment in Co-operative Education work terms are outlined in the COOP course descriptions. Conditions for continuance in the program are:

- Completion of COOP 1101 prior to completing 15 credits
- Completion of COOP 1150 prior to completing HRMT 4500
- Minimum GPA of 2.7
- Instructor Permission

Co-op Course Requirements

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

COOP 1101	Job Search Techniques	1 credit

COOP 1150   Co-op Work Semester 1   9 credits

Note: These COOP courses must be completed sequentially. COOP courses can only be used to satisfy the Co-op designation and cannot be used to satisfy curricular requirements of the program.

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 **Post Baccalaureate Diploma in Human Resources Management**.

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

In the event of a discrepency between this document and the official KPU 2019-20 Calendar (available at www.kpu.ca/calendar/2019-20), the official calendar shall be deemed correct.

2019-20 Calendar   **www.kpu.ca/calendar/2019-20**