

# Human Resources Management: Post-Baccalaureate Diploma

All intakes for this program have been postponed indefinitely.

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

**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**.