

Human Resources Management: Bachelor of Business Administration

Faculty of Business	
kwantlen.ca/business	
IMPLEMENTATION DATE	START DATE(S)
01-Sep-2011	September January May
ADMISSION TYPE	ENROLMENT TYPE
Selective entry	Open access
PROGRAM TYPE	CREDENTIAL GRANTED
Undergraduate	Baccalaureate Degree
OFFERED AT	FORMAT
Surrey	Full-time Part-time Co-op
HOW TO APPLY	
www.kwantlen.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

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 cumulative 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 cumulative 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 I) with a minimum grade of C
- CBSY 1105 Introductory Microcomputer Applications (or CBSY 2205 Computers and Information Processing) with a minimum grade of C

CONTINUANCE REQUIREMENTS

For students admitted to Year 1 of the program, continuation into Year 3 requires:

- Successful completion of Year 1 and Year 2 program requirements (minimum 60 credits)
- Successful completion of ENGL 1100 and CMNS 1140
- A minimum grade of C+ in Accounting and Statistics
- A minimum program GPA of 2.7

CO-OPERATIVE EDUCATION

This degree program is offered with a Co-operative Education option. Co-operative Education provides a student with paid, practical work experience that gives them an opportunity to apply the skills they are gaining through their education. Degree students can complete two work terms over an 8 month continuous placement or a combination of two separate 4-month work semesters.

Co-operative Education is optional and selective. Students wishing to choose the Co-op option must register into COOP 1101 upon approval into the degree program. If you have already taken COOP 1101, contact the Co-op Office to indicate your interest.

Students must complete a minimum of 360 hours of work per work term and students must receive satisfactory performance evaluations from their employer(s).

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 either:

COOP 3210	Co-op Work Semester 3	9 credits
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Or both:

COOP 3211	Co-op Work Semester 3	4.5 credits
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COOP 3212	Co-op Work Semester 3	4.5 credits
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And either:

COOP 4210	Co-op Work Semester 4	9 credits
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Or both:

COOP 4211	Co-op Work Semester 4	4.5 credits
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COOP 4212	Co-op Work Semester 4	4.5 credits
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The BBA Human Resource Management program recommends successful completion of a minimum of 30 program credits with a minimum GPA of 2.70 prior to taking COOP 1101.

The following qualifications must be met **prior to your first work term**:

- Successful completion of COOP 1101
- Minimum GPA of 2.70 in any 5 program courses

- Instructor permission

Students completing all the requirements of a Co-operative Education program will receive a Co-operative Education designation on their credential and transcript.

CONTENT

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	Introduction to Financial Accounting	3 credits
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One course in Mathematics*

One course in Statistics**

BUSI 1215	Organizational Behavior	3 credits
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BUSI 1250	Human Resources Management	3 credits
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BUSI 2405	Operations Management	3 credits
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BUSI 2390	Business Law	3 credits
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BUSI 2360	Union/Management Relations	3 credits
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BUSI 2465	Business Negotiations	3 credits
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CMNS 1140	Applied Communications	3 credits
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CBSY 1105	Introductory Microcomputer Applications	3 credits
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One other CBSY course

ECON 1150	Principles of Microeconomics	3 credits
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ENGL 1100	Writing, Reading and Thinking: An Introduction	3 credits
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MRKT 1199	Introduction to Marketing	3 credits
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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
- 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.

GRADUATION

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**.