

HUMAN RESOURCES MANAGEMENT

The Human Resources Management (HRMT) programs provide 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, Human Resources Management course content is designed to prepare students to achieve the CHRP designation and for a range of Human Resources Professional roles.

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

The **Post Baccalaureate Diploma in Human Resources Management** program is 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.

Graduates of the programs acquire the following:

- Critical thinking and problem-solving skills by assessing and interpreting source materials, evaluating arguments, examining and applying both case-based and real-world business based projects, as consulting teams in the development of business and human resources management solutions
- Skills to manage communication initiatives to create and implement human resources initiatives and programs that achieve organizational goals
- Professional and persuasive communications skills
- An understanding of the entire organization, and the important role of corporate citizenship
- Collaboration skills with all functional areas of an organization (accounting, human resources, operations, production, marketing, information technology, etc.)
- Skills necessary to work effectively in teams, assuming roles of leader and follower, as appropriate

Some unique features of this program include:

- Direct incorporation of Intended Learning Outcomes based on the Certified Human Resources Professional Requirements and industry feedback
- Industry based practicum capstone course, learning partnerships with business, applied projects and assignments and ongoing work experience
- Professional development for individuals seeking higher level training
- Opportunities for Cooperative Education employment while earning a degree

The HRMT programs provide full-time and part-time intensive study options for students to complete the program at their own pace. The majority of the HRMT designated courses are scheduled at 4:00 pm or in the evening to allow students to further their education while maintaining current employment. This allows for changing outside-of-school time

requirements and does not lock a student into a rigid program structure and time-frame.

Many of the 1000 and 2000 level foundational courses included in the BBA HRMT program are articulated with other universities and colleges for ease of course transferability to and from KPU. Please refer to the BC Transfer Guide at <http://www.bctransferguide.ca> (<https://www.bctransferguide.ca/>) regarding the transferability of courses to and from specific institutions in British Columbia.

Please visit [kpu.ca/business/programs-and-courses](http://www.kpu.ca/business/programs-and-courses) (<http://www.kpu.ca/business/programs-and-courses/>) **for more information on School of Business programs.**

Who Studies Human Resources Management?

- High school graduates who wish to pursue a human resources career
- Business students from disciplines such as Accounting, Business Management, Economics, Computer Sciences and Information Systems who wish to continue their studies by expanding the depth and breadth of their knowledge, skills, and practical human resources management experience
- Current Kwantlen Polytechnic University students who have completed courses in a different discipline (i.e. Arts, Science, Horticulture, Graphic Design) who wish to better understand human resources management practices and strategies for their field
- Mid-level management working full-time, with some post secondary education, seeking to upgrade their skills in the marketing field through part-time studies
- International students seeking a BBA degree or Post Baccalaureate diploma in Human Resources Management from an accredited university

Career Opportunities

Depending upon their capabilities and experience, a graduate may be able to enter or advance within the field of human resources management in professional roles such as:

- Manager
- Consultant
- Analyst
- Advisor
- Coordinator

Programs

- Post-Baccalaureate Diploma in Human Resources Management (<https://calendar.kpu.ca/programs-az/business/human-resources-management/human-resources-management-post-baccalaureate-diploma/>)
- Bachelor of Business Administration in Human Resources Management (<https://calendar.kpu.ca/programs-az/business/human-resources-management/human-resources-management-bba/>)

Courses

Registration in some course sections is restricted to students in particular programs. See Timetables - [kpu.ca/registration/timetables](http://www.kpu.ca/registration/timetables) (<http://www.kpu.ca/registration/timetables/>) - for current section information.

Visit the BC Transfer Guide - [bctransferguide.ca](https://www.bctransferguide.ca) (<https://www.bctransferguide.ca/>) - for information about course transfer in B.C.

HRMT 3105 3 credits

Human Resources Information Systems and Data

Students will study the concepts of selecting, managing and leveraging the applications of Human Resource Information technologies to support the delivery of efficient and effective HR services. Students will also develop an understanding of the role and importance of HR analytics by being introduced to the concepts and the business application of human resources data, metrics, analyses and reporting techniques to support HR decision-making. Students will apply the course concepts to develop their knowledge and skills through the use of exercises and projects involving cases or simulated organizational situations. Note: MS Excel proficiency is recommended prior to enrolling in this course.

Level: UG

Prerequisite(s): 45 credits from courses at the 1100 level or higher, including BUSI 2405

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

HRMT 3115 3 credits

Human Relations in Organizations

Students will demonstrate understanding and apply key concepts of human behaviour in organizations, with in-depth focus on the phenomena of communication, leadership, decisionmaking, conflict and change at the individual, group, and organizational levels. They will further their development of interpersonal skills that contribute to effective functioning in organizational settings. Students will assess their human relations strengths and weaknesses and identify opportunities to substantively increase individual contribution to the organization and achieve higher levels of personal fulfillment in their careers and lives. Note: BUSI 1250 is a recommended elective prior to enrolling in this course.

Level: UG

Prerequisite(s): 45 credits from courses at the 1100 level or higher, including BUSI 1215

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

HRMT 3125 3 credits

Employment Law

Students will research, review and apply the applicable statute and common law regulating the employment relationship, including employment agreements, the duties of the employer and employee, and termination of the relationship, including the law of wrongful dismissal. Students will also address the statutory schemes which affect the employment relationship including the Employment Standards Act, and attention will also be paid to Human Rights legislation including the Duty to Accommodate. Students will also investigate emerging privacy law issues. Note: BUSI 1250 is a recommended elective prior to enrolling in this course.

Level: UG

Prerequisite(s): 45 credits from courses at the 1100 level or higher, including ENGL 1100 and BUSI 2390

Co-requisite(s): CMNS 3000 or ENTR 3000

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

HRMT 3135 3 credits

Recruitment and Selection

Students will use the most up-to-date aspects of the current issues and methodologies used in recruiting and selecting employees for organizations as essential components of strategic human resources planning, with an emphasis on their strategic role in enhancing organizational performance. They will deal with contemporary developments and their practical applications related to organization and job analysis, competencies and performance management, employee recruitment, screening and selection, testing, interviewing and related decision making. Note: BUSI 1250 is a recommended elective prior to enrolling in this course.

Level: UG

Prerequisite(s): 45 credits from courses at the 1100 level or higher, including ENGL 1100 and BUSI 1215

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

HRMT 3145 3 credits

Occupational Health and Safety

Students will work as a member of a team to identify strategic organizational practices for Occupational Health and Safety consistent with the organization's strategy; improve occupational health and safety practices through the assessment of education and communication needs and the provision of appropriate programs; and analyze program effectiveness and track accident reports and health outcomes based on information and data from a Human Resource Information System.

Level: UG

Prerequisite(s): HRMT 3115, HRMT 3125 and HRMT 3105

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

HRMT 3255 3 credits

Total Compensation

Students will evaluate and implement a road map to evolving compensation strategy and design. They will use the process a Human Resource practitioner follows in order to put together an effective compensation program according to current best practices, focusing on performance based approaches to compensation that help create programs that support an organization's broad-based strategic needs. Students will review the most advanced thinking in job analysis, job evaluation, compensation surveys, contingency-based compensation plans, executive compensation packages, productivity measurements and the use of technology in managing compensation programs in the course. Note: MS Excel proficiency is recommended prior to enrolling in this course.

Level: UG

Prerequisite(s): All of: (a) HRMT 3115, (b) HRMT 3135 and (c) ENTR 3120 or ACCT 3380 or ENTR 3170

Co-requisite(s): HRMT 3105

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

HRMT 3265 3 credits**Employee Development and Coaching**

Students will use best professional practices focusing on the management of training and development as a critical investment in an organization's human resources capital. They will demonstrate processes centered around the roles and responsibilities of Human Resource Development professionals, a model of training, the importance of needs analysis, strategic goal setting, program design, on and off-the-job training methodologies, transfer of training, training evaluation and costing, the diversity of training programs, as well as the management development process. Students will also utilize coaching techniques as a powerful intervention to enhance organizational results by influencing the way people think and work together.

Level: UG

Prerequisite(s): HRMT 3115 and HRMT 3135

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

HRMT 4115 3 credits**Labour Relations**

Students will practice the application of collective agreement language in an organizational setting through a series of grievance cases covering all aspects of a collective agreement. Students will use grievance decisions to prepare proposals for negotiations using collective agreement language, and will confront issues surrounding labour disruptions and the application of Labour Relations legislation.

Level: UG

Prerequisite(s): HRMT 3145 and HRMT 3255

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

HRMT 4125 3 credits**Organizational Development**

Students will research, review and present key findings on best practices related to a variety of key organization development concepts, such as: the process of organization development; human process interventions; techno-structural interventions; human resources management intervention; strategic interventions and special applications of organization development, including corporate coaching

Level: UG

Prerequisite(s): All of: (a) HRMT 3265 and (b) ENTR 3100 or ENTR 3150 or ECON 3150 or ECON 2350

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

HRMT 4500 6 credits**Strategic Human Resources Management**

Students will manage, design, prepare and present a comprehensive Human Resource Management project that will meet the requirements of a client organization. Students will synthesize developmental, leadership and application experiences to analyze factors internal and external to an organization and provide strategic recommendations based on an organization's human capital; develop strategic human resource plans in concert with the organization's strategic plan; and implement plans to address gaps in an organization's capabilities in order to carry out strategic plans. They will also design strategic staffing processes to maintain organizational effectiveness, analyze trends in the organization's environment and develop appropriate Human Resources responses. Note: HRMT 4125 is recommended prior to enrolling in this course.

Level: UG

Prerequisite(s): HRMT 3125, HRMT 3135, HRMT 3145, HRMT 3255 and HRMT 3265

Co-requisite(s): HRMT 4115 and HRMT 4125

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)