



Direct Entry Business Administration (Human Resources Option)

Direct entry is possible into this program upon completion of a recognized university degree or diploma (minimum 2 years full time) in any discipline.

Applicants who completed post-secondary studies outside of Canada, United States, United Kingdom, Australia or New Zealand will require a comprehensive evaluation of their credentials by the [International Credential Evaluation Service](#) (ICES). Credential evaluation reports from [other Canadian Services](#) may be considered. These reports must include course-by-course evaluations and GPA calculations.

What Credits Can I Use in the Program?

BCIT may award credit for courses, programs or prior learning assessment recognition (PLAR) completed at BCIT or other institutions towards a BCIT credential. However, [BCIT policy](#) allows only a maximum of 50 percent of an additional credential's credits to be awarded through previously earned credits.

The Human Resources Option requires 118.5 total credits. A student in this program can be awarded a maximum of 59.0 program credits from previously earned credits and must complete a minimum of 59.5 new credits in the program.*

Students entering this program may have previously completed a number of courses in the [program matrix](#) that exceeds the 50 percent transfer maximum. In this case, the [program head](#) will determine alternative courses to satisfy the program requirements.

*Program credit requirements are subject to change.

Entrance Requirements:

Meet all of the general entrance requirements for this program: [Business Administration – Human Resources Option](#) including:

- **English:** two years of education in English in an English-speaking country with one of the following:
 - English 12 (67%) or
 - Three credits of post-secondary English, Humanities or Social Sciences (67%) from a [recognized institution](#)

What if I don't meet these [English requirements](#)?

- **Math: one** of the following:
 - [Math 11](#) (67%) or
 - Math for Business - [OPMT 0199](#) (67%) or
 - Business Math Assessment Test - [OPMT 0198](#) (67%)
- **Post-secondary education:** A degree or diploma in any discipline from a recognized post-secondary institution with GPA of 65% or higher

Completion of the following course (refer to notes below):

Part time Course	Course Name	Full time Equivalent
COMM 1103 or 1106*	Introduction to Business and Technical Communication	COMM 1100

The following courses are recommended for completion prior to admission but are mandatory for graduation from the program:

Part time Course	Course Name	Full time Equivalent
COMM 2202* or COMM 2002*	Business and Technical Correspondence	COMM 2200
COMM 2203* or COMM 2003*	Business and Technical Reports	COMM 2200

***Note re COMM 1103 or 1106:** A minimum grade of 60% must be achieved if using this course to meet the English 12 w/67% requirement.

***Note re COMM 1100/2200:** For accredited Canadian or US credentials, if you have achieved a Bachelor's Degree the COMM courses may be waived. If you have an Associate Degree or a Diploma, COMM 1103/1106 and COMM 2002/2202 may be waived; COMM 2003/2203 will still be required.

Applications are accepted on a year round basis. Accepted applicants register for courses on a course-by-course basis, providing any course prerequisites have been completed, during the next available Part-time Studies term: Winter (January – March), Spring/Summer (April – June), or Fall (September – December).

All program requirements must be completed within seven years as per [BCIT Policy 5103 – Student Evaluation](#). BCIT Policy 5103 also permits a maximum of three attempts to successfully complete each course within this credential. A student who fails a course twice will only be allowed to repeat the course with written permission from the Associate Dean.

Courses required to Complete your Diploma in Business Administration (Human Resources Option)

19 Courses (71.0 credits)

Prerequisite courses are waived for courses in this matrix. It is up to the student to determine whether they are able to meet the challenges of each course. However, students must maintain the 65% GPA continuance requirement to continue through the Capstone courses.

Required Core/Alternate Courses (5 courses, 20 credits):

Tier	Part Time Course	Name	Credits
1	ECON 2200	Macroeconomics	4 credits
1	ORGB 1105	Organizational Behaviour	4 credits
1	FMGT 1152	Accounting for the Manager (alternate for FMGT 1100/2100)	3 credits
1	OPMT 1197	Business Statistics	4.5 credits
2	FMGT 3555	Finance for Business Management	4.5 credits

Option Required Courses: (9 courses, 30 credits):

Tier	Part Time Course	Name	Credits
2	BLAW 3905	Employment Law	4 credits
1	HRMG 3105	Human Resource Fundamentals	4 credits
2	HRMG 3205	Labour Relations 1	3 credits
2	HRMG 4405	Total Compensation Strategy	3 credits
2	HRMG 4605	Strategic Human Resource Planning	3 credits
2	HRMG 3305	Recruitment and Selection	3 credits
2	HRMG 4155	Performance Management	3 credits
1	OPMT 1187	Project Management Essentials	3 credits
2	OPMT 3197	Management Science	4 credits

Choose 3 from the following lists (3 courses, 9 credits):

Tier	Part Time Course	Name	Credits
2	BUSA 2905	Managing Conflict in the Workplace	3 credits
2	BSYS 2061	Business Data Management with MS Access 2016	3 credits
2	HRMG 2805	Workplace Health and Safety	3 credits
2	HRMG 4145	Human Resource Management Systems	3 credits
2	HRMG 3505	Training and Development	3 credits
2	HRMG 3315	Measuring the Impact of Human Resources	3 credits

Complete the Capstone Courses (2 courses, 12 credits):

Capstone	BUSA 4950 Business Consulting Projects for PTS	8 credits
Capstone	BUSA 4800 Management Policy	4 credits

Frequently Asked Questions

When should I apply?

Students may apply when they have met all the entrance requirements. If you are currently registered in a course (s), please indicate this on the self-assessment form.

When will I be accepted?

Once your application has been assessed and has been approved for direct entry, you will be notified of your acceptance. You do not need to wait for acceptance to take courses in the program.

Can I transfer Options?

Applicants need to specify their program option preference. Courses completed within one option will transfer to other options, unless the same course is on both options.

How do I sign up for my courses?

To register for part-time studies courses, visit [Register for Part-time Courses](#).

Can I take courses ahead of acceptance?

Courses may be taken ahead of acceptance and transferred to this program. Transfer credit for courses taken outside of BCIT can be assessed through submission of the [Credit/exemption form](#) and will take several weeks for evaluation. Courses not taken in English will require an official translation of course outlines.

Which courses should I take?

[Program Advising](#) is able to guide you through your program. Contact them for further help in planning your program.

How do I get a timetable?

Once you have signed up for courses you can log into my.bcit.ca and go to Student Self-Service. You must be registered in your courses to access this feature.

When can I buy my books?

It is recommended that students wait until the first week of classes before buying textbooks. Your instructors will tell you which books to buy.