

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Spring 2024

BA2240(EC): HUMAN RESOURCE MANAGEMENT – 3(3-0-0) 45 Hours for 8 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR:	Mandy Ingraham	PHONE:	(780)539-2846
OFFICE:	C416	E-MAIL:	aingraham@nwpolytech.ca
OFFICE HOURS:	By appointment		

CALENDAR DESCRIPTION: This course provides an overview of the human resource function in contemporary business. Specifically, the topics covered include: the legal aspects of HR, HR planning, job analysis and design, recruitment and selection, training and development, performance management, compensation and benefits, employee relations, and health and safety.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: Steen, Sandra, et al.,. Human Resource Management (Sixth Canadian Ed.). Toronto: McGraw Hill/Ryerson, 2023



NOTE: This is an e-text with an online subscription to the Connect website, which has several different study tools that can help you with your learning process. You will need access to the e-text in order to do your assignments. Instructions to access the etext are available under the Getting Started Module on D2L.

For device, software, and network requirements, please visit the following link:

<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

DELIVERY MODE(S): Self-Study Online – This type of course will be offered online. There are no set class times and students attend remotely and asynchronously

LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:

1. Identify and describe the common HR functions (e.g. recruitment, selection, job analysis and design, etc.); apply common HR theories and principles to real life situations (e.g. suggest appropriate ways to recruit for specific positions, write job interview questions which accurately gauge candidate qualifications, etc.)
2. Identify and describe the key legal concepts and legislation that impact the human resource function (e.g. Common Law Employment contract, Human Rights Legislation, Employment Standards, Health and Safety Legislation, etc.); apply key HR legal concepts to real-life situations (e.g. identifying illegal interview questions, determining if illegal direct or indirect discrimination has occurred, etc.)
3. Identify and describe the key aspects of Alberta Employment Standards Legislation (e.g. minimum wage, overtime, vacation, Stat Holidays, parental leave, etc.); locate and retrieve up-to-date Employment Standards information; calculate basic Employment Standards entitlements (e.g. overtime pay, severance pay, etc.)
4. Identify and describe both the individual and shared roles of the HR Department, line management, and senior management in the administration of HR duties.
5. Provide specific examples of how applying common HR principles and theories (e.g. targeted selection, point factor job analysis, flexible benefits plans, etc.) can add value and improve the operation of an organization.
6. Write a well-organized and cogent short essay and/or short essay answer about an assigned HR topic.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Smart Book Exercises	10%
Quizzes	20%
HR Assignment	15%
Midterm	25%
Final	30%
Total	100%

You are strongly encouraged to complete all exercises, assignments, quizzes, and exams. A grade of zero (0) will be assigned for any of these that are missed. Late assignments will have a 10% reduction per day. Turnitin plagiarism-detecting software may be used in this course. Unexcused absences for the midterm will earn a grade of zero. For excused absences, the weighting of the test may be transferred to the final exam at the instructor's discretion. No re-writes will be granted for missed exams or unsuccessful attempts.

Proctoring/or proctoring software will be required for the midterm and final exams. If there is an excusable absence for missing the Mid-term, the weighting of the missed exam will be added to the final exam weighting.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

BA 2240 EC		Due Dates
Week of May 6-12	Course Introduction/Ch.1	
Week of May 13-19	Ch 2: Equity, Fairness, Health & Safety/ AB Employment Standards/ Ch 3: Analyzing Work and Designing Jobs	Quiz #1 due May 19 @ 11:59pm
Week of May 20-26	Ch: 4 Planning for and Recruiting HR/ Ch: 5 Selecting Employees	Quiz #2 due May 26 @ 11:59pm
Week of May 27- June 2	Ch 6: Training, Learning, Development/ Midterm	Midterm: Between May 30-31
Week of June 3-9	Ch 7: Managing Employees' Performance/Ch 8: Total Rewards	Quiz #3 due June 9 @ 11:59pm
Week of June 10-16	Ch 9: Labour Relations/ Assignment Due	Assignment Due June 16 @ 11:59pm
Week of June 17-23	Ch 10: Managing HR Globally/Ch 11: High Performing Organizations	Quiz #4 due June 23 @ 11:59pm
Week of June 24-30	Study and Prepare for Final Exam/ Final Exam	Final Exam: June 27 between 8:00am and 10:00pm

STUDENT RESPONSIBILITIES:

Time Management: Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in required readings and exercises.

Email: Email is the preferred option to communicate with your instructor. Email correspondence to your instructor must be sent from your NWP student email account. Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.

Additional Information:

Assignment, Quizzes, and Exams

- Smart Book Exercises will be completed in Connect. The assignments will be automatically submitted on the due date stated in Connect. Late assignments will not be accepted and missed assignments will receive a grade of zero. No extensions or re-writes will be granted. There is a Smart Book Exercise for each chapter and you will be graded for each exercise.

- There will be 4 quizzes in this course. All quizzes must be completed before the due date expires or the student will receive a mark of zero (0) for any missed quizzes. Once the quiz has been started, you must complete the entire quiz within the set time limit. Logging off or losing the internet connection during the quiz will result in a grade based only on the proportion of the exam that has been completed. It is important to have a reliable internet connection when attempting an exam.
- Midterm and Final Exams proctored and closed book.
- No rewrites will be granted for missed or unsuccessful attempts.

Midterm Exam

- The midterm exam for BA2240 EC will happen between **May 30–31st, 2024**. You will have **between 8:00am on May 30th until May 31st at 10:00pm** to complete the midterm exam.
- The midterm exam for BA2240 EC will be 80 minutes long.
- The midterm covering Chapters 1–6, must be completed between May 30–31, 2024. The midterm will be completed in Connect utilizing the proctoring software. Please be advised that there will be an additional fee (\$17.50 US) per semester for the proctoring software.
- The midterm will account for 20% of your grade. Students will have one attempt at the midterm. The midterm will be timed, and students will receive 80 minutes to complete. Once the test has started it must be completed in one sitting. Logging off or losing internet connection during the test will result in a grade based only on the portion of the exam that is completed. Students must have reliable internet connection when completing tests.

Final Exam

- The final exam for BA2240 EC will be on **Thursday, June 27th, 2024**. You will have **between 8:00am and 10:00pm** to complete the final exam.
- The final exam for BA2240 EC will be a 2-hour exam.
- Re-writes for the final exam will not be granted.
- The Final Exam will account for 25% of your grade. Students will have one attempt at the Final Exam. The Final Exam will be timed, and students will receive 120 minutes to complete. Once the exam has started it must be completed in one sitting. Logging off or losing internet connection during the exam will result in a grade based only on the portion of the exam that is

completed. Students must have reliable internet connection when completing exams.

- Please be advised that there will be an additional fee (\$17.50 US) per semester for the proctoring software.

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