

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – SPRING 2023

BA2240(A4) Human Resource Management – 3 (3-0-0) 45 Hours for 15 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: Bianca Dudenhoffer **PHONE:** (780) 539-2864
OFFICE: C205 **E-MAIL:** bdudenhoffer@nwpolytech.ca
OFFICE HOURS: Mondays & Wednesdays: 1:00 -2:30pm, or by appointment, best way to contact: Email

***All email correspondence must be sent from your NWP student email account and must be professionally formatted** (i.e., subject line filled in, proper greeting, spelling, and grammar check, etc.). Emails that do not follow the above requirements may not be responded to.

CALENDAR DESCRIPTION:

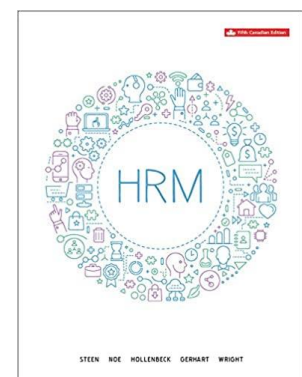
This course provides an overview of the human resource function in contemporary business. Specifically, the topics covered include: the legal aspects of HR, HR planning, job analysis and design, recruitment and selection, training and development, performance management, compensation and benefits, employee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

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Steen, Sandra, et al., Human Resource Management (Fifth Canadian Ed.).
Toronto: McGraw Hill/Ryerson, 2016.

ISBN: 9781260311044



Click here to purchase learning resources: <https://www.bkstr.com/nwpolytechstore/product/human-resource-management-168428-1>

DELIVERY MODE(S): On-campus (face-to-face)

This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.

Modules for the course will be posted online through myClass. Students are expected to complete the module readings/videos and quizzes by the pre-determined due date.

Theories and concepts will be presented through lectures, textbook readings, and in-class demonstrations. Relevant textbook readings and problems will be assigned to test the student's knowledge, understanding, and application of the material.

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

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

COURSE OBJECTIVES:

- The functions of HR Management including Job Analysis and Design, HR Planning, Recruitment and Selection, Compensation, Performance Management, Labour Relations Training and Development, and Health and Safety.
- The legalities involved with employing and managing workers
- How HR management adds value to the operation of an organization
- The shared role for HR responsibilities between the HR department and line managers

LEARNING OUTCOMES:

Upon completion of this course the student 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.

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.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:

Participation/Discussions	15%
Quizzes (5)	20%
HR Business Plan	20%
Midterm	15%
Final Exam	30%
Total	100%

In order to pass BA2240, you must achieve a minimum score of 50% on both the Final Exam and on your course work.

ASSIGNMENT, QUIZ, TEST, AND EXAM POLICIES

- You are strongly encouraged to complete all exercises, assignments, quizzes, and exams.
- You must contact the instructor to make arrangements if you anticipate missing an evaluation BEFORE the evaluation date.
- Late assignments will have a 10% reduction per day and give 0% for late submissions past 7 days.
- Turnitin plagiarism-detecting software may be used in this course.
- The midterm to be taken live in class. Unexcused absences for the midterm will earn a grade of zero unless you had prior permission and a valid reason. 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.

Valid reasons include conflict with religious beliefs, domestic problems, or illness. In the case of illness (physical, mental, or emotional), medical documentation may be required.

- Final exams will be written as scheduled by the Registrar's office during the exam period. Do not plan activities during this period. Examinations will start at the scheduled time. Extra time will not be allotted to students who arrive late for an examination.
- Students who fail to report for a scheduled examination, and who do not qualify for a deferred examination, will receive a grade of "F" for the missed examination.
- Deferred final examinations may only be granted when an examination has been missed or interrupted because of illness, domestic problems, or a conflict with religious beliefs. In the case of illness (physical, mental, or emotional), medical documentation may be required.

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	90-100	C+	2.3	67-69
A	4.0	85-89	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:

Module	Week Beginning	Topic	Chapter	Activities
1	Week 1: (May 1-5)	myClass - Course Information/Course Overview		
2	Week 2: (May 8-12)	Human Resource Management/CPHR Alberta	1	
3	Week 3: (May 15-19)	Legal Context of HR AB Employment Standards	2	Quiz #1
4	Week 4: (May 22-26)	Job Analysis	3	
5	Week 5: (May 29-June 2)	Recruitment	4	
6	Week 6: (June 5-9)	Selection	5	Quiz #2
7	Week 7: (June 12-16)	Midterm Review & Midterm	1-5	Midterm
8	Week 8: (June 19-23)	Training, Learning, and Development	6	
9	Week 9: (June 26-30)	Performance Management	7	Quiz #3
10	Week 10: (July 3-7)	Compensation/ Total Rewards	8	
11	Week 11: (July 10-14)	Labour Relations	9	Quiz #4
12	Week 12: (July 17-21)	Managing HR Globally	10	
13	Week 13: (July 24-28)	High Performing Organizations	11	Quiz #5
14	Week 14: (July 31-Aug 4)	HR Business Plan Presentations	HR Business Plan Due	
15	Week 15: (Aug 7-11)	Exam Week	All	

The above schedule may be revised at the discretion of the instructor based on class requirements.

STUDENT RESPONSIBILITIES:

Attendance:

Students are expected to attend all classes, arrive on time, and remain for the duration of class activities. There is a strong correlation between regular attendance and overall course performance. If you miss a class, it is your responsibility to learn the material on your own.

Professional Behavior:

Students are expected to conduct themselves in a professional manner. This includes, but not limited to, interacting with others appropriately and respectfully; refraining from texting or chatting during class; arriving to class prepared and on time, and remaining for the duration of the activities. Students may be asked to leave if any behavior becomes disruptive.

Time Management:

The expectation is that students read the material and attempt exercises prior to class. Adopting and adhering to effective learning habits in this course will likely take a great deal of time and students are encouraged to plan their schedule accordingly. Do not fall behind in the assigned readings and problems as it is difficult to catch up.

Course materials and announcements will be available on myClass and NWP Webmail. Students are responsible for checking all these websites regularly.

Cell Phones:

The use of cell phones during class time is unprofessional and distracting to the instructor as well as fellow students. Cell phones must be turned off or set to silent and placed out of sight during class time.

Recording:

Recording lectures or taking screen shots in class is prohibited unless advanced permission is obtained from the instructor and any guest presenter(s). In the event such permission is granted, recordings may only be used for individual study and may not be reproduced, transferred, distributed, or displayed in any public manner.

Email:

Students may contact the instructor by email or phone. **Emails will be answered within three business days, no emails will be answered before/after business hours.** Email correspondence to your instructor must be sent from your NWP student email account.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Polytechnic Policy on Student Misconduct: Plagiarism and Cheating at <https://www.nwpolytech.ca/about/administration/policies/index.html>

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