

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2022

BA 2240(EC): HUMAN RESOURCE MANAGEMENT – 3 (3-0-0) UT 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: Mandy Ingraham **PHONE:** 780-539-2876
OFFICE: C206 **E-MAIL:** aingraham@nwpolytech.ca
OFFICE HOURS: Monday 1:00pm-2:30pm/Thursday 11:00am-12:30pm

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.

DELIVERY MODE(S):

BA 2240 is a paced online course. Students will be expected to work through the course material on the myclass.gprc.ab.ca course page. You will work through the course in the order presented, completing the assigned readings, tests, and assignments. You can participate in discussion forums to offer and receive support from other students. You can also connect with the instructor on informal Zoom sessions as scheduled by the instructor (e.g. on feedback exercise). The overall schedule may be adjusted, if necessary.

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.
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.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:

Unit Quizzes	35%
Discussion Forum	25%
HR Business Plan	40%

GRADING CRITERIA:

Grades will be assigned on a Letter Grading System using the following chart. 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:

Week(s)	Topic	Chapter	Activities
Week 1 (Sept 1-4)	Course Overview		
Week 2 (Sept 5-11)	Strategies, Trends, & Challenges in HR	Ch. 1	
Week 3 (Sept 12-18)	The Legal Context for HRM and Creating Safe and Healthy Workplaces	Ch. 2	
Week 4 (Sept 19-25)	AB Labour Standards		Unit 1 Quiz
Week 5 (Sept 26-Oct 2)	Analyzing Work and Designing Jobs	Ch. 3	
Week 6 (Oct 3-9)	Planning for and Recruiting Human Resources	Ch. 4	
Week 7 (Oct 17-23)	Selecting Employees	Ch. 5	Unit 2 Quiz
Week 8 (Oct 24-30)	Training, Learning, and Development	Ch. 6	

Week 9 (Oct 31-Nov 6)	Managing Employees' Performance	Ch. 7	
Week 10 (Nov 7-13)	Compensation & Rewards	Ch. 8	Unit 3 Quiz
Week 11 (Nov 14-20)	Collective Bargaining and Labour Relations	Ch. 9	Unit 4 Quiz
Week 12 (Nov 21-27)	Managing Human Resources Globally	Ch. 10	
Week 13 (Nov 28-Dec 4)	Creating & Sustaining High-Performance Organizations	Ch.11	Unit 5 Quiz
Week 14 (Dec 5-12)	HR Business Plan		

STUDENT RESPONSIBILITIES:

- Your participation in discussions is important to the success of this course. As well, you are responsible for obtaining any notes or handouts you may have missed.
- Unauthorized late assignments, if accepted, will have a 10% per day late penalty applied to the assignment grade. If you believe that you have a legitimate reason for handing in an assignment or other deliverable, please contact the instructor beforehand.
- **No rewrites will be given on missed quizzes. If there is an excusable absence for missing a quiz, the weighting of the missed quiz will be added to the final exam weighting.**

STUDENT RIGHTS AND RESPONSIBILITIES:

- Please review the Student Rights and Responsibilities Policy saved in myClass for details of all student rights, student responsibilities, academic grievance, academic misconduct, and non-academic misconduct.

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.