

**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – SPRING 2023
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
OFFICE: C206
OFFICE HOURS: by appointment

PHONE: 780-539-2846
E-MAIL: aingraham@nwpolytech.ca

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.

PREREQUISITES: None.

REQUIRED TEXT/RESOURCE MATERIALS:

Steen, Sandra, et al., *Human Resource Management (Sixth Canadian Ed.)*. Toronto: McGraw Hill/Ryerson, 2023. We will use this text extensively. Connect is not required.

In addition, you may need to download, print, and read a variety of supplementary handouts on the BA 2240 MyClass site. You will also need a reliable internet access for course material access and for testing.

For device, software, and network requirements, please visit the following link:
<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

DELIVERY MODE(S):

BA 2240 is a paced online self-study course. 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.

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 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.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	30%
Discussion Forum	30%
HR Business Plan	40%

You are strongly encouraged to complete all assignments, discussions and quizzes. A grade of zero (0) will be assigned for any of these that are missed. If approved and accepted, late assignments will have a 10% reduction per day. Turnitin plagiarism-detecting software will be used in this course.

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

ASSIGNMENTS, QUIZZES, AND EXAMS:

- **Quizzes** will be conducted online during a specific time frame. It will be important to complete the quizzes within this time frame, or it will result in a grade of zero.
- **Discussions** are to be completed in a specific timeframe. Late discussions will not be accepted.
- **HR Business Plan** is due the last week of classes.

TENTATIVE COURSE SCHEDULE/ TIMELINE:

Course Schedule is approximate and may vary slightly at the discretion of the instructor.

Spring Term: May 1 – June 30, 2023. This is a compressed, 8-week spring session course. You will need to cover two textbook chapters per week. Please plan your study time accordingly.

Week(s)	Topic	Chapter	Activities
Week 1	Course Overview		
	Strategies, Trends, & Challenges in HR	Ch. 1	
Week 2	The Legal Context for HRM and Creating Safe and Healthy Workplaces	Ch. 2	Unit 1 Quiz
	AB Employment Standards		
Week 3	Analyzing Work and Designing Jobs	Ch. 3	
Week 4	Planning for and Recruiting Human Resources	Ch. 4	
	Selecting Employees	Ch. 5	Unit 2 Quiz
Week 5	Training, Learning, and Development	Ch. 6	
	Managing Employees' Performance	Ch. 7	Unit 3 Quiz
Week 6	Compensation & Rewards	Ch. 8	Unit 4 Quiz
Week 7	Collective Bargaining and Labour Relations	Ch. 9	
	Managing Human Resources Globally	Ch. 10	
Week 8	Creating & Sustaining High-Performance Organizations	Ch.11	Unit 5 Quiz
Week 8	HR Business Plan		

STUDENT RESPONSIBILITIES:

- Your participation is important to the success of this course. As well, you are responsible for following the outline of this course.
- **No rewrites will be given on missed quizzes.**

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 Student Rights and Responsibilities policy, which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>

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