

**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE –Fall 2025**

**BA2240 (A2): 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:** Mandy Ingraham                      **PHONE:** (780)539-2846  
**OFFICE:** C416    **E-MAIL:** aingraham@nwpolytech.ca  
**OFFICE HOURS:** Monday and Wednesday 11:30am to 12:50pm, or 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:** BA1380

**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):** 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. BA2240 consists of three hours of instructional time weekly. The class work will be comprised of lectures, class discussions, group work, presentations, and examinations.

**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	5%
Attendance	5%
Quizzes	15%
HR Business Plan	20%
Midterm	25%
Final	30%
<b>Total</b>	<b>100%</b>

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 up to a maximum of 5 days then it will be a 0. 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 or quiz may be transferred to the final exam at the instructor’s discretion. No re-writes will be granted for missed quizzes, exams or unsuccessful attempts.

**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 A2	Tuesdays	Thursdays	Due Dates
4-Sep	No Class	Course Introduction	
Sept 9 & 11	Ch 1: Strategies, Trends & Opportunities for HRM	Ch 2: Equity, Fairness, Health & Safety	
Sept 16 & 18	Human Rights/AB Employment Standards	Quiz #1	HR Business Plan Team Policy Due Sept 21 @ 11:59pm
Sept 23 & 25	Ch 3: Analyzing Work and Designing Jobs	Ch 3: Analyzing Work and Designing Jobs	HR Business Plan Part 1 Due Sept 28 @11:59pm
Sept 30 & Oct 2	<b>Truth &amp; Reconciliation Day - No Class</b>	Ch: 4 Planning for and Recruiting HR	
Oct 7 & 9	Ch: 5 Selecting Employees	Quiz #2	HR Business Plan Part 2 Due Oct 12 @11:59pm
Oct 14 & 16	<b>Review</b>	<b>Midterm</b>	
Oct 21 & 23	Ch 6: Training, Learning, Development	Ch 6: Training, Learning, Development	
Oct 28 & 30	Ch 7: Managing Employees' Performance	Ch 7: Managing Employees' Performance	HR Business Plan Part 3 Due Nov 2 @ 11:59pm
Nov 4 & 6	Quiz #3	Ch 8: Total Rewards	
Nov 11 & 13	No Classes Fall Break		HR Business Plan Part 4 Due Nov 9 @ 11:59pm
Nov 18 & 10	Ch 9: Labour Relations	Ch 9: Labour Relations	
Nov 25 & 27	Ch 10: Managing HR Globally	Quiz #4	Entire HR Business Plan Due Nov 30 @ 11:59pm
Dec 2 & 4	Ch 11: High Performing Organizations	HR Business Plan Presentations	
Dec 9 & 11	HR Business Plan Presentations	Review/Last Day	

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 scheduled classes, arrive on time, and remain for the duration of the activities. Arriving late or leaving early is disruptive to the entire class. If you arrive late to class after I have taken attendance, you will be marked absent that day. Students with absences in excess of 6 classes may be refused permission to write the final exam. For more information, please refer to the Academic Regulations on Debarred from Exams at <https://www.nwpolytech.ca/programs/grading-systems.html>.

**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.

**Cell Phones:** The personal use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and talking on a cell phone during class is therefore strictly prohibited. Cell phones must be either turned off or set to silent mode and placed out of sight.

**Recording:** Recording lectures or taking photos in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed, or displayed in any public manner. Any images taken without instructor consent will need to be deleted immediately.

**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.

**Connect:**

Students must manage and maintain access to the McGraw Hill Connect platform to complete required coursework by the due date. See the policy below regarding late or missed assignments. Students should access support for the Connect platform at:

<https://www.mheducation.com/highered/support/student/connect.html>

### **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.
- HR Business Plan information will be shared in myclass site including the 5 part due dates. See the schedule for due dates as well.
- Midterm and Final Exams will be in person and closed book.

Final Exam

- Final examinations will be scheduled by the Registrar's office. Do not plan any activities during examination week (December 13-20).
- The final exam for BA2240 will be a 2-hour exam.