

**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE – Spring 2025**

**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  
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**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:** 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>

**Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams.** Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

**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 (7)	5%
Quizzes (4)	20%
HR Assignment	10%
Midterm	30%
Final	35%
<b>Total</b>	<b>100%</b>

**\*In order to receive credit for BA 2240, you must achieve 50 percent on the final examination and a course composite grade of at least D (50%).** 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 5-11	Course Introduction/Ch.1	
Week of May 12-18	Ch 2: Equity, Fairness, Health & Safety/ AB Employment Standards/ Ch 3: Analyzing Work and Designing Jobs	Quiz #1 due May 18 @ 11:59pm
Week of May 19-25	Ch: 4 Planning for and Recruiting HR/ Ch: 5 Selecting Employees	Quiz #2 due May 25 @ 11:59pm
Week of May 26- June 1	Ch 6: Training, Learning, Development/ <b>Midterm</b>	<b>Midterm: May 29 2:00pm-5:00pm</b>
Week of June 2-8	Ch 7: Managing Employees' Performance/Ch 8: Total Rewards	Quiz #3 due June 8 @ 11:59pm Assignment Due June 8 @ 11:59pm
Week of June 9-15	Ch 9: Labour Relations/ Assignment Due	Quiz #4 due June 15 @ 11:59pm
Week of June 16-22	Ch 10: Managing HR Globally/Ch 11: High Performing Organizations	
23-Jun	<b>FINAL EXAM 2:30pm-4:30pm</b>	<b>Final Exam: June 23 between 2:30pm-4:30pm</b>

**STUDENT RESPONSIBILITIES:**

Please find the student rights and responsibilities policy here:

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

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: IMPORTANT Assignment, Quiz and Exam Policies:**

**Quizzes:**

- There will be CONNECT quizzes dispersed throughout the semester. See schedule posted and dates listed in Connect.
- The quizzes will mostly be theory based multiple choice questions.
- All quizzes must be completed before the expiration of the pre-set due date, or the student will receive a mark of zero for any missed quizzes (see schedule for dates).
- Once the quiz has started, you must complete the entire quiz within the time limit.
- Logging off or losing the internet connection during the exam will result in a grade based only on the proportion of the exam that has been completed. It is imperative that the student has a reliable internet connection when attempting an exam. This is the responsibility of the student, not the instructor.

**Learn Smart Modules (Smartbooks “SB”)**

- Each chapter covered in the text will have an associated SB lesson that the students must complete.
- Combined SB Lessons will account for 5% of the student’s final grade (see Connect for dates).

**Exams (High Importance)**

- Two exams will be held throughout the semester (See schedule for dates). They include:

<b>Midterm</b>	<b>May 29<sup>th</sup> 2:00 – 5:00 PM (MST)</b>	<b>30%</b>
<b>Final Exam (Cumulative)</b>	<b>June 23<sup>rd</sup> 2:00 – 5:00 PM (MST)</b>	<b>35%</b>

- **To receive credit for BA 2240, you must achieve 50 percent on the final examination and a course composite grade of at least D (50%).** You are strongly encouraged to complete all assignments and exams—you will receive a zero (0) for any missed assignment or exam. The weighting of each assessment activity is indicated in the chart above.

- All exams (Midterm and Final Exam) will be written closed-book and using proctoring software.
- 80 minutes will be given for Midterm to be written. There will only be one attempt on the Midterm.
- 2 hours will be given for the Final Exam to be written. There will only be one attempt on the Final Exam.
- Grades for Exam #1 and the Final Exam will not be known until they are posted in the MyClass Grade Book.

Textbooks or notes will not be allowed in the examination area. Cell phone calculators may not be used in examinations

#### Classroom, Assignment, Quizzes and Exam Policies:

- Assignments, quizzes, and exams will be written as scheduled. No rewrites/rescheduled exams will be given. If there is an excusable absence, the weighting of the missed exam will be added to the final exam weighting. If the absence is not excusable, a grade of 0% will be given.
- Any exam, quiz, or assignment grade that a student may wish to contest must be done within 5 business days after the exam/quiz/assignment has been marked. Any exams/quizzes/assignments contested after this time frame will not be given consideration.
- Students are responsible for any missed content (excused or unexcused).

#### USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, “No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.” In addition, subsection 39(4) states, “A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.”

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

### **Consent to Store Personal Information Outside Canada**

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.