

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE | Fall 2023

BA2240(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)539-2846
OFFICE: C416 E-MAIL: aingraham@nwpolytech.ca
OFFICE HOURS: Monday 1:00pm to 2:20pm, Wednesday 11:00-12:30pm or by appointment

*All email correspondence must be sent from you NWP student email account and must be professionally formatted (i.e. subject line filled in, proper greeting, spelling and grammar, etc.). Emails that do not follow the above requirements will 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 (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. Please be advised that there will be an additional fee (\$17.50 US) per semester for the proctoring software.

DELIVERY MODE(S): BA 2240 is a paced online self-study course.

- is completed. Students must have reliable internet connection when completing tests.
- o No rewrites will be granted for missed or unsuccessful attempts.