DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE   Spring 2024

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
OFFICE:	C416	**E-MAIL:**	aingraham@nwpolytech.ca
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: 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.

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

EVALUATIONS:

Smart Book Exercises	10%
Quizzes	20%
HR Assignment	15%
Midterm	25%
Final	30%
Total	**100%**

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

STUDENT RESPONSIBILITIES:

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.

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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. Logging off or losing the internet connection during the quiz will result in a grade based only on the proportion of the exam that has been completed. It is important to have a reliable internet connection when attempting an exam.

Midterm and Final Exams proctored and closed book.

No rewrites will be granted for missed or unsuccessful attempts.

Midterm Exam

The midterm exam for BA2240 EC will happen between **May 30-31ˢᵗ, 2024.** You will have **between 8:00am on May 30ᵗʰ until May 31ˢᵗ at 10:00pm** to complete the midterm exam.

The midterm exam for BA2240 EC will be 80 minutes long.

The midterm covering Chapters 1-6, must be completed between May 30-31, 2024. The midterm will be completed in Connect utilizing the proctoring software. Please be advised that there will be an additional fee ($17.50 US) per semester for the proctoring software.

The midterm will account for 20% of your grade. Students will have one attempt at the midterm. The midterm will be timed, and students will receive

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completed. Students must have reliable internet connection when completing exams.

Please be advised that there will be an additional fee ($17.50 US) per semester for the proctoring software.

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