Washtenaw Community College Comprehensive Report

BMG 240 Human Resources Management
Effective Term: Fall 2020

Course Cover

Division: Business and Computer Technologies
Department: Business
Discipline: Business Management
Course Number: 240
Org Number: 13210
Full Course Title: Human Resources Management
Transcript Title: Human Resources Management
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Time Schedule , Web Page
Reason for Submission: Three Year Review / Assessment Report
Change Information:
  Consultation with all departments affected by this course is required.
  Course description
  Outcomes/Assessment
  Objectives/Evaluation
Rationale: The online course site was recently updated with an OER textbook. The master syllabus needs to be aligned with the updated course site.
Proposed Start Semester: Fall 2020
Course Description: In this course, students are introduced to essential human resources activities that must be managed in any organization. These activities include employee recruitment, selection, retention, compensation, job evaluation, performance management, safety, employee rights, and benefits. The course will be taught using a combination of lectures and experiential learning techniques such as discussions and case studies.

Course Credit Hours

Variable hours: No
Credits: 3
Lecture Hours: Instructor: 45 **Student:** 45
Lab: Instructor: 0 **Student:** 0
Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 45 **Student:** 45
Repeatable for Credit: NO
Grading Methods: Letter Grades
Audit
Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

No Level Required

Requisites

General Education

Request Course Transfer

Proposed For:
Central Michigan University
Ferris State University
Oakland University
Wayne State University
Western Michigan University

Student Learning Outcomes

1. Recognize framework of essential human resource management concepts and techniques that will guide human resource activities.
    Assessment 1
    Assessment Tool: Outcome-related multiple choice questions
    Assessment Date: Fall 2023
    Assessment Cycle: Every Three Years
    Course section(s)/other population: All sections
    Number students to be assessed: All students
    How the assessment will be scored: Answer key
    Standard of success to be used for this assessment: 70% of students will score 70% or higher
    Who will score and analyze the data: Course instructor

2. Recognize and apply the principles related to finding and hiring employees.
    Assessment 1
    Assessment Tool: Outcome-related departmental exam questions, discussions, or cases
    Assessment Date: Fall 2023
    Assessment Cycle: Every Three Years
    Course section(s)/other population: All sections
    Number students to be assessed: All students
    How the assessment will be scored: Department exam: answer key; Discussions and cases: rubric
    Standard of success to be used for this assessment: 70% of students will score 70% or higher
    Who will score and analyze the data: Course instructor

3. Recognize and apply the principles related to managing current employees.
    Assessment 1
    Assessment Tool: Outcome-related departmental exam questions, discussions, or cases
    Assessment Date: Fall 2023
    Assessment Cycle: Every Three Years
    Course section(s)/other population: All sections
    Number students to be assessed: All students
    How the assessment will be scored: Departmental exam: answer key; Discussions and cases: rubric
    Standard of success to be used for this assessment: 70% of students will score 70% or higher
    Who will score and analyze the data: Course instructor

4. Recognize and apply the principles related to handling special human resource management issues.
    Assessment 1
    Assessment Tool: Outcome-related departmental exam questions, discussions, or cases
    Assessment Date: Fall 2023
    Assessment Cycle: Every Three Years

Course section(s)/other population: All sections
Number students to be assessed: All students
How the assessment will be scored: Departmental exam: answer key; Discussions and cases: rubric
Standard of success to be used for this assessment: 70% of students will score 70% or higher
Who will score and analyze the data: Course instructor

Course Objectives

1. Describe key HR tasks and related competencies needed by HR professionals.
2. Recognize key components of the strategic human resource planning process.
3. Recognize key components related to diversity and inclusion (e.g., affirmative action, equal opportunity legislation).
4. Discuss best practices related to finding and hiring employees, including online best practices.
5. Recognize importance of job analysis, job descriptions, job specifications, and interviewing methods in the recruitment and selection processes.
6. Outline various compensation practices and the process of developing a pay system.
7. Describe various mandatory and non-mandatory employee benefits.
8. Discuss retention strategies and their connection to employee motivation.
9. Recognize factors that influence individual performance and productivity (e.g. absenteeism, turnover, motivation, and human resource analytics).
10. Define the process of human resource development through training and development.
11. Discuss various feedback and performance management/appraisal systems.
12. Identify components of performance management systems.
13. Recognize factors that affect health and safety in organizations and the role of OSHA.
14. Explain the basics of employee rights (i.e. contractual, statutory, employment at will) and disciplinary procedures.

New Resources for Course

Course Textbooks/Resources

Textbooks
 WCC. *Human Resources at WCC*, 1st ed. WCC, 2020
Manuals
Periodicals
Software

Equipment/Facilities

Level III classroom

Reviewer	Action	Date
Faculty Preparer:		
Douglas Waters	*Faculty Preparer*	*Apr 24, 2020*
Department Chair/Area Director:		
Douglas Waters	*Recommend Approval*	*Apr 24, 2020*
Dean:		
Eva Samulski	*Recommend Approval*	*Apr 28, 2020*
Curriculum Committee Chair:		
Lisa Veasey	*Recommend Approval*	*Jun 15, 2020*
Assessment Committee Chair:		
Shawn Deron	*Recommend Approval*	*Jul 14, 2020*
Vice President for Instruction:		
Kimberly Hurns	*Approve*	*Jul 16, 2020*