

Washtenaw Community College Comprehensive Report

BMG 240 Human Resources Management Effective Term: Winter 2025

Course Cover

College: Business and Computer Technologies

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: Course Change

Change Information:

Consultation with all departments affected by this course is required.

Outcomes/Assessment

Rationale: Checked over for Canvas preparation update.

Proposed Start Semester: Fall 2024

Course Description: In this course, students will be introduced to essential human resources (HR) 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:

Ferris State University
Oakland University
Wayne State University
Western Michigan University

Student Learning Outcomes

1. Recognize the framework of essential human resource management concepts and techniques that will guide human resource activities.

Assessment 1

Assessment Tool: Outcome-related multiple-choice exams
Assessment Date: Winter 2026
Assessment Cycle: Every Two 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: Departmental faculty

2. Apply proper principles related to finding and hiring employees.

Assessment 1

Assessment Tool: Outcome-related departmental discussion assignment
Assessment Date: Winter 2026
Assessment Cycle: Every Two Years
Course section(s)/other population: All sections
Number students to be assessed: All students
How the assessment will be scored: Departmentally-developed 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: Departmental faculty

3. Identify the principles related to managing current employees.

Assessment 1

Assessment Tool: Outcome-related departmental case study assignment
Assessment Date: Winter 2026
Assessment Cycle: Every Two Years
Course section(s)/other population: All sections
Number students to be assessed: All students
How the assessment will be scored: Departmentally-developed 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: Departmental faculty

4. Recognize and apply the principles related to handling special human resource management issues.

Assessment 1

Assessment Tool: Outcome-related multiple-choice exam
Assessment Date: Winter 2026
Assessment Cycle: Every Two 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: Departmental faculty

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 the Occupational Safety and Health Administration (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

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer: <i>Jennifer Maitland</i>	<i>Faculty Preparer</i>	<i>Feb 17, 2024</i>
Department Chair/Area Director: <i>Joyce Jenkins</i>	<i>Recommend Approval</i>	<i>Feb 19, 2024</i>
Dean: <i>Eva Samulski</i>	<i>Recommend Approval</i>	<i>Feb 24, 2024</i>
Curriculum Committee Chair: <i>Randy Van Wagnen</i>	<i>Recommend Approval</i>	<i>Sep 24, 2024</i>
Assessment Committee Chair: <i>Jessica Hale</i>	<i>Recommend Approval</i>	<i>Sep 30, 2024</i>
Vice President for Instruction: <i>Brandon Tucker</i>	<i>Approve</i>	<i>Oct 11, 2024</i>

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BMG 240 Human Resources Management Effective Term: Fall 2020

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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

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Total Contact Hours: Instructor: 45 **Student:** 45

Repeatable for Credit: NO

Grading Methods: Letter Grades

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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.
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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.

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

