

# **BMG-240 – Human Resources Management Course Syllabus**

## **Course Code:**

BMG-240

## **Course Title:**

Human Resources Management

## **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.

## **Prerequisites:**

Academic Reading and Writing Levels of 6

## **Outcomes and Objectives:**

[Please refer to the BMG-240 Master Syllabus](#)

## **Required Text and Materials:**

Please confirm edition with [WCC Website](#) or go to the WCC Bookstore and use the Find the Course Materials feature to view the required and recommended course materials: <https://washtenaw.bncollege.com/course-material/course-finder>

- No textbook to purchase for this course

## **Course Guidelines:**

### **What will I learn in this course?**

If you successfully complete all the activities and assignments, you will be able to:

- Describe the roles of human resource management
- Discuss key components of the strategic human resource planning process
- Explain the Equal Employment Opportunity Legislative Acts and guidelines with understanding of practical application.
- Identify key components of the selection process
- Explain characteristics of an effective performance appraisal system
- Identify compensation practices
- Identify basic provisions of the Occupational Safety and Health Act
- Define views on the nature of employee rights and disciplinary procedures

### **When are things due?**

#### ***Required Due Dates:***

All graded assignments have due dates that are not negotiable--they are required due dates – and are in bold lettering and highlighted so you can easily see them.

#### ***Suggested Due Dates:***

The Course Schedule gives you suggested dates to complete the non-graded activities - readings and videos - so you are ready to do your best on the graded

activities. Suppose you have a graded discussion due by 11:59pm on Thursday. You may run into trouble if you wait until the last minute. Why? To prepare for this assignment you may have had a reading and a video lecture to complete so that you can post a logical and well-written main post.

### ***How will I be evaluated?***

There are 1200 possible points.

8 Lecture Activities	10 points each	80 points (8%)
4 Discussion Boards	100 points each	400 points (40%)
4 Blogs	50 points each	200 points (20%)
4 Case Studies	50 points each	200 points (20%)
4 Unit Tests	30 points each	120 points (12%)

### **What if I turn in something late?**

#### ***Lecture Activities***

While it is best to complete the lecture activities by the suggested due date, they must be completed by the end of the unit (the due date for the Unit Test). They will not be available after that – no make-ups.

#### ***Discussions/Blogs***

If you are late with a main post to a discussion or blog, submit one before the reply/comment due date. The most you can receive for a late main post is a competent rating. Any submissions posted after the reply/comment due date will not be evaluated.

#### ***Case Studies***

You have the potential to earn the full point value of the case studies if you turn them in on time. If one is turned in within 5 days of the due date, you will receive  $\frac{1}{2}$  off your earned score. So, if you score an 80, 40 points will be recorded. Assignments will not be accepted after the 5-day grace period.

#### ***Unit Tests***

Each unit test will be made available for 5 days after the due date. Tests taken within this 5-day grace period receive a late penalty of  $\frac{1}{2}$  off the grade you earn. So, if you score 80, the grade submitted will be 40. The unit test will not be made available again after the 5-day grace period.

#### ***Instructor Discretion***

Any variation to the above is at the discretion of the instructor.

### **How will I know how I am doing?**

Several days after we complete each unit, you will be able to check how you are doing by going to My Grades where you will see your percent to date. If you are not meeting your personal goals, talk with me right away because:

- Waiting until the end of the semester is too late.
- The only extra credit is at the beginning of this class (your introduction), not the end
- I do not give Ws as a grade.

If you want to discuss your grade, just contact me and we will arrange a time that is convenient for both of us.

## How much time is needed each week for this course?

The estimated time required to complete the course activities is approximately 9-12 hours per week. I recommend that you become disciplined about logging in and participating in the online classroom at least 4 days each week. This will allow you to keep a steady pace over the semester.

## How do we Communicate?

You have three options for communicating with me:

### **Message Center**

In this course, we will use the Message Center within the Blackboard course site rather than email. There are distinct advantages to using the Message Center.

- You can communicate with your fellow students without divulging your email address.
- It allows all communication with me to remain within Blackboard.
- It reduces the instances of you not receiving a message from me because you do not use your WCC email account or the forwarding address you used is no longer valid.
- It eliminates the possibility of an email message from you winding up in my spam file – meaning I will not see it unless I am cleaning up my emails.

You will see a notification that you have a message on the home page (the page you land on when you open the Blackboard course site). I will check Messages every morning and evening Monday - Friday and sometimes on Saturday mornings.

### **Phone:**

If you want to speak with me by phone, send me a message using the Message Center with your phone number and I will call you.

### **In-Person:**

If you want to meet with me on the WCC campus, send me a message using the Message Center with 2 or 3 dates and times you would be available to meet. We will work out a time.

## Can I use my personal email account?

No. I can only respond to your email if you use your WCC email account, as I can only communicate with you via email through the WCC email system. These measures are in place to protect any communication between faculty, staff, and students and are dictated by federal law (FERPA):

- Instructors may email students at their student WCC email address.
- If the student responds, instructors must be sure to email any replies to the student's WCC email address.

## Can I use texting language?

Again, the answer is no. Since you are in the business world or preparing to enter the business world, all your messages to me should be a reflection of the impression you want others in the business world to have of you. I reserve the right to send a message back to you asking you to use business appropriate language, grammar, and formatting.

### ***Do I need to know anything else about sending messages?***

Any time you send a message to me – or any of your instructors for that matter – the subject line is critical. So in your messages be sure your subject line is clear and gives a good indication of what the message is about.

### ***What can I expect from the instructor?***

You can expect a response within 24 hours to any messages through the Message Center (except week-ends). For discussions and blogs, you should easily receive feedback within 48 hours.

### ***Can I cheat?***

Of course the answer is “NO!!!!” Any work you submit in this course must be your own. See the WCC Student Policies and Support Information (Syllabus and Schedule link) for more on this and other important information.

The discussions and blogs require you to use outside sources. Be sure to cite the source correctly so that plagiarism is not an issue. Use quotes or paraphrasing and if you need a review on this important issue, visit <http://www.plagiarism.org/>.

### ***What about other accommodations?***

If you have any events coming up this semester that may affect your participation (e.g., travel for business, an operation, a pregnancy) let me know as soon as you can. That gives us time to work together to make the appropriate accommodations. Travel, by the way, is business travel. I do not make accommodations for personal vacations.

### ***Can I help in any way?***

Sure you can! You can help in four ways, as I really appreciate when you help make the course better for everyone.

- Be engaged, actively participate, and submit everything on time.
- Share articles, websites, videos, or books that may interest others in the class.
- Notify me about any errors or mistakes you find in the course materials as it is a challenge to create a course in which you do not need to purchase a text book.
- Anytime you want to share something about the course – the good, the bad, and the ugly as they say – just send me a message using the Message Center.

## **Academic Integrity:**

Plagiarism and other forms of academic dishonesty will result in discipline according to the [WCC Student Rights & Responsibility guidelines](#). Always complete your own work using your own words. If you do use information, ideas, or words from other sources, credit that source using MLA or APA format.

## **Accommodation of Special Needs:**

[Learning Support Services Department](#) provides support to students who may need accommodation for documented disabilities, or other learning need. WCC will work with you to accommodate any of your individual learning needs, however, I need to know of any requests in advance in order to make the necessary arrangements.

**WCC Student Policies and Support Information:**

Review the material within the Washtenaw Community College Student Policies and Support Information for additional policies and procedures that affect you and your course. Find this information [on this shared page](#).