

Program Information Report

Business & Culinary Arts

HR Essentials (CTHRE)

Certificate

Program Effective Term: Fall 2021

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[Program is also available online](#)

Interested in a career in HR? Interested in some quick credentials to serve you on the job? In this accelerated certificate program, students will learn basic human resources principles that promote organizational success and obtain a valuable résumé credential in as little as one semester.

Major/Area Requirements		(9 credits)
BMG 230	Principles of Management	3
BMG 240	Human Resources Management	3
BMG 279	Organizational Management	3

Minimum Credits Required for the Program: 9

PROGRAM PROPOSAL FORM

- Preliminary Approval** – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms.
- Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

Program Name:	<u>HR Essentials Certificate</u>	Program Code:
Division and Department:	<u>BCT and Business</u>	<u>CTHRE</u>
Type of Award:	<input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS <input checked="" type="checkbox"/> Cert. <input type="checkbox"/> Adv. Cert. <input type="checkbox"/> Post-Assoc. Cert. <input type="checkbox"/> Cert. of Comp.	
Effective Term/Year:	<u>Fall 2021</u>	CIP Code:
Initiator:	<u>Doug Waters</u>	<u>52.1001</u>
Program Features Program's purpose and its goals. Criteria for entry into the program, along with projected enrollment figures. Connection to other WCC programs, as well as accrediting agencies or professional organizations. Special features of the program.	The courses in the certificate: BMG 230 Principles of Management BMG 240 Human Resources Management BMG 279 Organizational Management This program will nest within HR Skills and Operations Certificate as well as the Business Enterprise Associate Degree. This essentials certificate is created to accommodate individuals who are seeking a skill specific certificate to build on current skills and/or students who want to explore the field of HR, without spending two years in school to complete a degree. The certificate is designed as an exploratory program for incoming students and a training program for working professionals. Program will be marketed to incoming students, working professionals and as an apprenticeship option for industry.	
Need	We saw a need for a quick pathway, especially for working students, to gain quick HR credentials. By using existing courses, we can create a program that leads to a certificate. Those who are more committed and have more time can earn the full HR Skills and Operations Certificate.	
Program Outcomes /Assessment State the knowledge to be gained, skills to be learned, and attitudes to be developed by students in the program. Include assessment methods that will be used to determine the effectiveness of the program.	<u>Outcomes</u> 1. Identify basic management concepts and principles that promote organizational success. 2. Recognize the framework of essential human resource management concepts and techniques that will guide human resource activities. 3. Identify the foundations of human behavior in a variety of organizations.	<u>Assessment method</u> 1. Outcome-related multiple-choice exam questions 2. Outcome-related multiple-choice exam questions 3. Outcome-related multiple-choice exam questions, discussions, or cases

<p>Curriculum</p> <p>List the courses in the program as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.</p> <p>Associate degree programs must provide a semester by semester program layout.</p>	<p>BMG 230 Principles of Management – 3 credits BMG 240 Human Resources Management – 3 credits BMG 279 Organizational Management – 3 credits</p> <p style="text-align: center;">9 total credits</p>
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<p>Budget</p> <p>Specify program costs in the following areas, per academic year:</p> <p>THERE ARE NO KNOWN ADDITIONAL EXPENSES</p>	Budget	START-UP COSTS	ONGOING COSTS
	Faculty	\$ 0 .	\$ 0 .
	Training/Travel	0 .	0 .
	Materials/Resources	0 .	0 .
	Facilities/Equipment	0 .	0 .
	Other	0 .	0 .
	TOTALS:	\$ 0 .	\$ 0 .

<p>Program Description for Catalog and Web site</p>	<p>Interested in a career in HR? Interested in some quick credentials to serve you on the job? In this accelerated certificate program, students will learn basic human resources principles that promote organizational success and obtain a valuable résumé credential in as little as one semester.</p>
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<p>Program Information</p>	<p>Accreditation/Licensure - HLC</p> <p>Advisors – Doug Waters and future full-time Management Faculty</p> <p>Advisory Committee – Business Advisory Committee</p> <p>Admission requirements - None</p> <p>Articulation agreements – None</p> <p>Continuing eligibility requirements - None</p>
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Assessment plan:

Program outcomes to be assessed	Assessment tool	When assessment will take place	Courses/other populations	# of students to be assessed
1. Identify basic management concepts and principles that promote organizational success.	Outcome-related multiple-choice exam questions	Fall 2024	BMG 230	All students
2. Recognize the framework of essential human resource management concepts and techniques that will guide human resource activities.	Outcome-related multiple-choice exam questions	Fall 2024	BMG 240	All students

3. Identify the foundations of human behavior in a variety of organizations.	Outcome-related multiple-choice exam questions, discussions, cases, and journals	Fall 2024	BMG 279	All students
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Scoring and analysis plan:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally-developed rubric, external evaluation, other). Attach the rubric.

Answer key and rubric

2. Indicate the standard of success to be used for this assessment.

70% of students will score 70% or higher on the outcome-related questions, discussions, cases and journals.

3. Indicate who will score and analyze the data.

Business Faculty

REVIEWER	PRINT NAME	SIGNATURE	DATE
Department Chair/Area Director	Doug Waters	<i>/s/ Doug Waters</i>	6/26/20
Dean	Eva Samulski	<i>/s/ Eva Samulski</i>	06/26/20
Curriculum Committee Chair	Lisa Veasey	<i>Lisa Veasey</i>	8/24/20
Please submit completed form to the Office of Curriculum and Assessment (SC 257). Once reviewed by the appropriate faculty committees, we will secure the signature of the VPI and President.			
Vice President for Instruction <input type="checkbox"/> Approved for Development <input type="checkbox"/> Final Approval	Kimberly Hurns	Kimberly Hurns	8/25/2020
President	Rose Bellanca	<i>Rose Bellanca</i>	<i>8/25/2020</i>
Board Approval			

