

Clackamas Community College

Online Course/Outline Submission System

 Show changes since last approval in red**Section #1 General Course Information****Department:** Business & Computer Science: Business**Submitter**

First Name: David

Last Name: Blessman

Phone: 3446

Email: davidb

Course Prefix and Number: SDP - 130

Credits: 1**Contact hours**

Lecture (# of hours): 11

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 11

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Personnel Practices**Course Description:**

Participants will examine and practice the leadership skills necessary to effectively address poor performance in compliance with basic human resource principles and practices.

Type of Course: Career Technical Supplementary

Can this course be repeated for credit in a degree?

No

What is the target audience/industry for this class?

Business

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ Not every term

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

No

Will this course appear in the schedule?

No

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

CCC: Human Resource Essentials

1. identify the foundations and importance of HR law,
2. name the key specifics of HR laws,
3. develop an action plan that reduces exposure to HR related problems,
4. create a work climate in which HR complaints are reduced,

DDI: Addressing Poor Performance

5. provide guidance to others in their organization to ensure HR compliance,
6. demonstrate ways to correct a performance problem.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Firm, Fair, Consistent.
 - a. Laws.
 - b. Risk Management.
 - c. Climate.
 - d. Guidance.
 - f. Seek and Leverage Data.
2. Interaction Essentials.
 - g. Performance, Profit, Productivity.
 - h. Interaction Essentials.
 - i. Permissible and non-permissible questions.
 - j. Applications.
 - k. Nonviolent Workplace.
 - l. Prevention Techniques.
 - m. Intervention.
 - n. Simulation.
3. Coaching & Corrective Action.
 - a. Analyzing the performance problem.
 - b. Coaching discussion.
 - c. Correcting performance.
 - d. Correcting conduct.

Does the content of this class relate to job skills in any of the following areas:

- | | |
|--------------------------------------|-----------|
| 1. Increased energy efficiency | No |
| 2. Produce renewable energy | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment | No |
| 5. Supports green services | No |

Percent of course: 0%

First term to be offered:

Specify term: Spring 2015

