

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

First Name: Michael
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Course Prefix and Number: BA - 229

Credits: 4

Contact hours

Lecture (# of hours): 44
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 44

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: Employment Law

Course Description:

Comprehensive treatment of federal and state employment law and its impact on the Human Resource Manager and Human Resource Management practices.

Type of Course: Lower Division Collegiate

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Business AAS & Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: BA-224, Human Resource Management

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

No

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

Yes

Recommendations: Pass RD-090 or placement in RD-115

Requirements:

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

No

Will this class use library resources?

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?

Spring

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?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. understand and apply employment law to the stages of the employee life cycle;
2. inform your organization how to avoid Equal Employee Opportunity complaints;
3. audit the student's organization's employment practices and prepare a report for management review and implementation.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Part 1: introduction to employment law.
 - a. Overview of employment law.
 - b. The employment relationship.
 - c. Overview of employment discrimination.
2. Part 2: the hiring process.
 - a. Recruitment, applications, and interviews.
 - b. Background checks, references, and verifying employment eligibility.
 - c. Employment testing.
 - d. Hiring and promotion decisions.
3. Part 3: managing a diverse workforce.
 - a. Affirmative action.
 - b. Harassment.
 - c. Reasonably accommodating disability and religion.
 - d. Work life conflicts and other diversity issues.
4. Part 4: pay, benefits, terms and conditions of employment.
 - a. Wages, hours, and pay equity.
 - b. Benefits.
 - c. Unions and collective bargaining.
 - d. Occupational safety and health.
5. Part 5: managing performance.
 - a. Performance appraisals, training, and development.
 - b. Handling records and monitoring and investigating employees.

6. Part 6: terminating employment.
a. Terminating employees: "employment at will with exceptions".
b. Downsizing, unemployment insurance, and other post-termination issues.

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%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

Identify comparable course(s) at OUS school(s)

How does it transfer? (Check all that apply)

:

First term to be offered:

Next available term after approval

:
