

EDISON STATE COLLEGE

Division of Professional and Technical Studies

COMMON COURSE SYLLABUS

PROFESSOR:

OFFICE LOCATION:

E-MAIL:

PHONE NUMBER:

OFFICE HOURS:

SEMESTER:

I. COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDIT HOURS:

MAN 4402 Employment Laws and Regulations for Human Resources 3 Credits

This course analyzes the federal and state regulation of the employment relationship, including wage and hour laws; EEO; and Affirmative Action programs. Students will address human resource issues such as: employee benefits, insurance, workers' compensation, safety, health, employee's personal rights, and collective bargaining legislation.

II. PREREQUISITES FOR THE COURSE: None
Major restriction

III. GENERAL COURSE INFORMATION:

This course will cover:
an overview of employment law and the employment relationship.
a legal study of the hiring process from recruitment through hiring.
laws relating to managing a diverse workforce.
regulations on pay, benefits, terms and conditions of employment.
tools and rules for managing performance including appraisals and training and development.
terminating employment appropriately.

IV. LEARNING OUTCOMES AND ASSESSMENT:

GENERAL EDUCATION COMPETENCIES:

General education courses must meet at least four out of the five following outcomes. All other courses will meet one or more of these outcomes.

Communication (COM): To communicate effectively using standard English (written or oral).

Critical Thinking (CT): To demonstrate skills necessary for analysis, synthesis, and evaluation.

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Technology/Information Management (TIM): To demonstrate the skills and use the technology necessary to collect, verify, document, and organize information from a variety of sources.

Global Socio-cultural Responsibility (GSR): To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.

Scientific and Quantitative Reasoning (QR): To identify and apply mathematical and scientific principles and methods.

ADDITIONAL COURSE COMPETENCIES:

At the conclusion of this course, students will be able to demonstrate the following additional competencies:

LEARNING OUTCOMES	ASSESSMENTS	GENERAL EDUCATION COMPETENCY
Determine which employment laws relate to a given situation.	Exam questions and reviewing completed case studies.	COM, CT
Distinguish employment discrimination situations for protected classes.	Exam questions and reviewing completed case studies.	COM, CT
Identify what type of employment testing is permissible in what situations.	Review completed case studies.	COM,CT
Judge hiring and promotion decisions based on fairness, Affirmative Action laws, and stereotyping.	Exam questions and completed case studies.	COM,CT,GSR
Apply appropriate laws to harassment, disability, religious and work-life issues.	Exam questions and completed case studies.	COM, CT,GSR
Recommend solutions to performance appraisal , training and development and privacy issues.	Exam questions and case studies.	COM,CT,GSR