

Montgomery County Community College
BICBC 2013
Keeping Your Company Out of Hot Water – Human Resources for Leaders
0-6-0

Course Description:

This 6-hour course helps business owners or technical professionals understand human resources, employment law, talent acquisition, learning and development and more. Learn Human Resource Essentials from a seasoned professional. Walk away understanding the best practices to keep your organization out of legal hot water.

Learn Benefits basics, including workers' compensation, FMLA, COBRA, and exempt vs. non-exempt status; Recordkeeping 101: what to save (and for how long), what to toss, and what to shred; Best ways to establish and maintain employee confidentiality; The essentials of employee coaching, counseling, and discipline; Critical, need-to-know legal info about hiring and firing.

Requisites:

Previous Course Requirements

None

Previous or Concurrent Course Requirements

None

Course Comment(s)

None

Learning Outcomes Upon successful completion of this course, the student will be able to:	Learning Activities	Evaluation Methods
1. Understand and be able to apply best HR practices to minimize potential litigation	Instruction/ classroom exercise	Formative assessment
2. Recordkeeping – what to keep and how to use it	Discussion; in-class exercise	Formative assessment
3. Performance Management	Discussion; in-class exercise	Formative assessment.

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The

benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria.*

Sequence of Topics:

1. Course Introduction
2. Employment law
3. Best practices for minimizing litigation
4. Performance Management

Learning Materials:

Instructor Handouts

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

Course Approval:

Prepared by: Bernadette DeBias

Date: 9/5/18



Jim Fox, Executive Director, Workforce Development
Compliance Verification:

Date:

Revised by:

Date:

Jim Fox, Executive Director, Workforce Development
Compliance Verification:

Date:

This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.