Course Title: Employment Compliance for HR Management

Course web page: http://www.collin.edu/ce/courses/employment_compliance.html

Course Description:
This course will introduce you to affirmative action planning and data analysis, development of equal employment opportunity programs, internal investigations and OFCC compliance audits.

Suggested Course Prerequisite(s): N/A

Materials Needed:

Course Objectives:
1. The student will receive a legislative update of recent developments and changes in general employment law.
2. The student will have greater awareness and understanding of the laws impacting employment transactions.
3. The student will have greater understanding of the regulatory compliance environment impacting employment transactions.

Certification Notes: Part of certificate course

Next course recommendation:

Instructor Notes:

Textbook(s):

Lesson Plan – by week or session
Session 1: Course Introduction
Antidiscrimination laws and agency guidelines
Session 2: Laws affecting affirmative action and antidiscrimination
Session 3: Affirmative Action and Harassment Policy
Session 4: Internal Investigation and Compliance
Student Evaluation of Instruction

Course Sessions: listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.
Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

http://www.collin.edu/studentresources/personal/studenthandbook.aspx