Course Title: Employment Practices and Processes

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

Course Description:
This introductory course to the HR Management Certificate Series will explore current changes in the workplace and employee/employer expectations, current recruitment and retention issues, the changing nature of the work environment and diversity through globalization, as well as the "longing for belonging" - connecting people to the organization.

Suggested Course Prerequisite(s): N/A

Materials Needed:

Course Objectives:
1. Understand the impact of globalization on human resources
2. How to effectively manage the diverse workforce
3. View diversity, the aging workforce, and different work patterns
4. Understand the benefits of diversity, when looking at our customer base
5. Manage communication more effectively in this diverse environment
6. Understand with downsizing and diversity
7. Review of the principles of motivation and retention
8. Realize the value of the team effort
9. Understand the basics of different methods of problem solving

Certification Notes: Part of certificate course

Next course recommendation:

Instructor Notes:

Textbook(s): N/A

Lesson Plan – by week or session
Session 1: Introductions and syllabus. Student Data Forms.
   Globalization impact
   Diversity
Session 2: Diversity, aging workforce and work patterns
   Diversity and customer base
Session 3: Motivation and retention
Session 4: Teams
   Problem solving
   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