

HR 65.3 Course Outline as of Fall 1998**CATALOG INFORMATION**

Dept and Nbr: HR 65.3 Title: HUMAN RES RECDKPNG
 Full Title: Human Resources Recordkeeping
 Last Reviewed: 12/11/2017

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	8.00	1	Lecture Scheduled	8.00
Minimum	0.50	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	8.00		Contact Total	8.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 16.00

Total Student Learning Hours: 24.00

Title 5 Category: AA Degree Applicable

Grading: P/NP Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: BMG 65.3

Catalog Description:

Employers must have documentation that supports all Human Resource areas. The laws and courts have made recordkeeping both an asset and a liability to employers. Participants will learn the techniques for legal document storage and retention.

Prerequisites/Corequisites:**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: Employers must have documentation that supports all Human Resource areas. The laws and courts have made recordkeeping both an asset and a liability to employers. Participants will learn the techniques for legal document storage and retention. (P/NP Only)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Spring 1996	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Each participant will be able to:

1. state how long various employee related records must be kept;
2. audit existing company personnel files to determine if records are filed in the correct areas;
3. list whom within an organization has access to various employee documents.

Topics and Scope:

Participants will be exposed to the Federal and State laws on employee records. Discussion of the six sections in every employee file: history log, status changes, selection records, employment development records, documentation of significant events, and miscellaneous.

Assignment:

Participants will develop an audit sheet to help them review the record keeping at an employer's facility.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because skill demonstrations are more appropriate for this course.

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving
0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances

Skill Demonstrations
25 - 75%

Exams: All forms of formal testing, other than skill performance exams.

None

Exams
0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

ATTENDANCE AND CLASS PARTICIPATION.

Other Category
25 - 75%

Representative Textbooks and Materials:

Instructor will provide current case law and supportive information.