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HR 65.3 Course Outline as of Fall 1998

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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.

	Writing 0 - 0%
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.	

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.