ROCHESTER COMMUNITY AND TECHNICAL COLLEGE
COMMON COURSE OUTLINE

Course discipline/number/title: BUS 1307: Legal Issues for Supervisors

A. **CATALOG DESCRIPTION**
   1. **Credits: 3**
   2. **Hours/Week: 3**
   3. **Prerequisites (Course discipline/number):** None
   4. **Other requirements:** None
   5. **MnTC Goals (if any):** NA

B. **COURSE DESCRIPTION:** This course teaches students to examine workplace issues impacting supervisory responsibilities such as employee hiring decisions, discrimination, unemployment compensation, workers' compensation, Fair Labor Standards Act, employee health and safety, unions, workplace harassment, documentation, and termination. In addition, students will explore the business case for creating a safe and inclusive work environment including the implementation of programs that promote safety, diversity, and discourage harassment and discrimination.

C. **DATE LAST REVISED (Month, year):** February, 2020

D. **OUTLINE OF MAJOR CONTENT AREAS:**
   1. State and federal laws related to employment, discrimination, harassment, and health/safety
   2. Fair Labor Standards Act
   3. Unions
   4. Documentation
   5. Creating job descriptions including identifying essential job functions
   6. Business case for creating a safe and inclusive work environment

E. **LEARNING OUTCOMES (GENERAL):** The student will be able to:
   1. Analyze state and federal laws related to hiring, firing, compensation, discrimination, harassment, and unions in the workplace.
   2. Examine state and federal laws related to employee health and safety.
   3. Define the business case for safe working environments including the implementation of safety, diversity, and anti-harassment programs.
   4. Describe the legal steps in hiring, disciplining, and terminating an employee.
   5. Apply legal standards and best practices in creating job descriptions.
   6. Describe the supervisor's role in the application of employment and safety legal requirements.

F. **LEARNING OUTCOMES (MNTC):** NA

G. **METHODS FOR EVALUATION OF STUDENT LEARNING:** Methods may include but are not limited to:
   1. Written assignments
   2. Exams and quizzes
   3. Portfolio of projects
   4. Presentations
   5. Participation

H. **RCTC CORE OUTCOME(S).** This course contributes to meeting the following RCTC Core Outcome(s):
   Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.

I. **SPECIAL INFORMATION (if any):** None