

## Collin College - Continuing Education COURSE SYLLABUS

### COURSE INFORMATION

**Course Number:** HRES 7380

**Course Title:** Employee Labor Relations

**Course Description:** You will learn the importance and ways to pay "psychological paychecks". Learn about unions and their changing roles and ethical employer's practices. Compare leadership and management control measures and how they both affect employee relations. Employee Assistance Programs (EAP), employee surveys, termination processes and documentation, family leave and assistance issues will also be covered.

**Suggested Course Prerequisite(s):** N/A

**Course Resources:** N/A

**Student Learning Outcomes:**

1. Design and administer employee survey
2. Counsel employees using effective leadership and management control measures
3. Respond to union organizing efforts
4. Institute Employee Assistance Programs (EAP)

**Certification Notes:** This is a certificate series.

**Next course recommendation:** Employment Practices and Processes

**Refund Policy:** Please refer to [www.collin.edu/ce/infoRegistrar.html](http://www.collin.edu/ce/infoRegistrar.html) for our refund policy. No refunds after the start time of the first class.

**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-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Course Sessions:** Listed are guidelines 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.

**Lesson Plan – by week or session:**

**Session 1:** Introductions and syllabus. Student Data Forms.

Employee surveys

**Session 2:** Counseling employees

Effective control measures

**Session 3:** Union organizing efforts

**Session 4:** Institute Employee Assistance Programs (EAP)

Student Evaluation of Instruction

**Method of Evaluation:** Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.