

LAW R123: EMPLOYMENT LAW

Originator

ehess

College

Oxnard College

Attach Support Documentation (as needed)

PLS Advisory Committee Minutes - 10-6-21.pdf

Discipline (CB01A)

LAW - Paralegal Studies

Course Number (CB01B)

R123

Course Title (CB02)

Employment Law

Banner/Short Title

Employment Law

Credit Type

Credit

Start Term

Fall 2022

Formerly

PLS R123 - Employment Law

Catalog Course Description

This course covers federal law and California state law governing employment relationships, job discrimination, sexual harassment, workplace privacy, labor standards, human resource management, American with Disabilities Act, and other matters involved with employment law.

Taxonomy of Programs (TOP) Code (CB03)

1402.00 - *Paralegal

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

May be required

Grading method

(L) Letter Graded

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

52.5

Maximum Contact/In-Class Lecture Hours

52.5

Activity

Laboratory

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

52.5

Total Maximum Contact/In-Class Hours

52.5

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Unpaid

Total Outside-of-Class

Total Outside-of-Class

Minimum Outside-of-Class Hours

105

Maximum Outside-of-Class Hours

105

Total Student Learning

Total Student Learning

Total Minimum Student Learning Hours

157.5

Total Maximum Student Learning Hours

157.5

Minimum Units (CB07)

3

Maximum Units (CB06)

3

Prerequisites

LAW R104

Advisories on Recommended Preparation

BUS R111; LAW R113

Entrance Skills

Entrance Skills

Understand the interaction between business and the law as it relates to agency, employment contracts, workplace torts, and liability.

Prerequisite Course Objectives

BUS R111-Evaluate when a promise is enforceable, the elements of a contract, performance, and the remedies available in the event of breach.

BUS R111-Demonstrate how cases progress through the court system from problem, to filing, to trial, and appeal.

BUS R111-Appraise the relationship between law and ethics.

BUS R111-Describe the various agency relationships and the duties and liabilities of agents and principals.

Entrance Skills

Understand the formation of contracts and breaches of said contracts.

Prerequisite Course Objectives

LAW R113-Identify legal implications of contracts

LAW R113-Identify prima facie case of particular breaches of contracts

LAW R113-Identify legal elements necessary in formation of contracts

Entrance Skills

Analysis of legal resources.

Prerequisite Course Objectives

LAW R104-Demonstrate the use of legal encyclopedia in researching legal issues

LAW R104-Locate and utilize statutes and statutes annotated
LAW R104-Cite cases and other legal publications as set forth in the legal citation manuals which may include the Indigo Book, Blue Book, White Book, ALWD, and other commonly accepted legal style manuals.
LAW R104-Locate points and authorities in digests and have general understanding of the use of the digest system
LAW R104-Utilize the Shepard's Citator to determine if a specific case has been subsequently cited, revised or distinguished
LAW R104-Locate local ordinances
LAW R104-Summarize facts of a lengthy legal opinion
LAW R104-Research and write basic case briefs, legal office memorandums, and associated legal support tasks.

Entrance Skills

Ability to spot and articulate legal issues.

Prerequisite Course Objectives

LAW R104-Demonstrate the use of legal encyclopedia in researching legal issues
LAW R104-Locate and utilize statutes and statutes annotated
LAW R104-Cite cases and other legal publications as set forth in the legal citation manuals which may include the Indigo Book, Blue Book, White Book, ALWD, and other commonly accepted legal style manuals.
LAW R104-Locate points and authorities in digests and have general understanding of the use of the digest system
LAW R104-Utilize the Shepard's Citator to determine if a specific case has been subsequently cited, revised or distinguished
LAW R104-Locate local ordinances
LAW R104-Summarize facts of a lengthy legal opinion
LAW R104-Research and write basic case briefs, legal office memorandums, and associated legal support tasks.

Entrance Skills

Ability to locate necessary resources to dispose of legal issues.

Prerequisite Course Objectives

LAW R104-Demonstrate the use of legal encyclopedia in researching legal issues
LAW R104-Locate and utilize statutes and statutes annotated
LAW R104-Cite cases and other legal publications as set forth in the legal citation manuals which may include the Indigo Book, Blue Book, White Book, ALWD, and other commonly accepted legal style manuals.
LAW R104-Locate points and authorities in digests and have general understanding of the use of the digest system
LAW R104-Utilize the Shepard's Citator to determine if a specific case has been subsequently cited, revised or distinguished
LAW R104-Locate local ordinances

Entrance Skills

Assessment of legal issues by incorporating information from performed legal research.

Prerequisite Course Objectives

LAW R104-Demonstrate the use of legal encyclopedia in researching legal issues
LAW R104-Locate and utilize statutes and statutes annotated
LAW R104-Cite cases and other legal publications as set forth in the legal citation manuals which may include the Indigo Book, Blue Book, White Book, ALWD, and other commonly accepted legal style manuals.
LAW R104-Locate points and authorities in digests and have general understanding of the use of the digest system
LAW R104-Utilize the Shepard's Citator to determine if a specific case has been subsequently cited, revised or distinguished
LAW R104-Locate local ordinances
LAW R104-Summarize facts of a lengthy legal opinion
LAW R104-Research and write basic case briefs, legal office memorandums, and associated legal support tasks.

Entrance Skills

Ability to identify and locate legal resources in traditional and online libraries.

Prerequisite Course Objectives

LAW R104-Demonstrate the use of legal encyclopedia in researching legal issues
LAW R104-Locate and utilize statutes and statutes annotated
LAW R104-Cite cases and other legal publications as set forth in the legal citation manuals which may include the Indigo Book, Blue Book, White Book, ALWD, and other commonly accepted legal style manuals.
LAW R104-Locate points and authorities in digests and have general understanding of the use of the digest system
LAW R104-Utilize the Shepard's Citator to determine if a specific case has been subsequently cited, revised or distinguished
LAW R104-Locate local ordinances

Requisite Justification**Requisite Type**

Advisory

Requisite

BUS R111

Requisite Description

Other (specify)

Specify Other Requisite Description

Knowledge that would enhance the student's aptitude in a specific area of practice highlighted throughout the course and enable more positive student outcomes.

Level of Scrutiny/Justification

Closely related lecture/laboratory course

Requisite Type

Advisory

Requisite

LAW R113

Requisite Description

Other (specify)

Specify Other Requisite Description

Knowledge that would enhance the student's aptitude in a specific area of practice highlighted throughout the course and enable more positive student outcomes.

Level of Scrutiny/Justification

Closely related lecture/laboratory course

Requisite Type

Prerequisite

Requisite

LAW R104

Requisite Description

Course in a sequence

Level of Scrutiny/Justification

Required communication/computation skill

Student Learning Outcomes (CSLOs)**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|--|
| 1 | Identify and apply the federal law against discrimination in employment under Title VII for race or color. |
| 2 | Apply the federal law against discrimination in employment under Title VII for national origin. |
| 3 | Identify potential actions against employers for violation of employment laws and regulations. |

Course Objectives**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|--|
| 1 | Identify the nature and existence of the employment relationship |
| 2 | Determine the appropriate and inappropriate questions for prospective employee interview questions |

3	Analyze and apply rules set forth under the Fair Labor Standards Act
4	Determine mandatory and non-mandatory employee benefits
5	Determine appropriate standards for evaluating employees' job performance
6	Analyze and determine the circumstances under which a discharge may be challenged as unlawful, including cases of constructive discharge
7	Determine and apply anti-discrimination rules as they related to employment
8	Determine and apply important rules of the Family Medical Leave Act
9	Determine the limitations of the employees' right to privacy versus the employer's right to maintain a safe and effective work environment
10	Analyze, determine and apply immigration laws for hiring and maintaining a work force
11	Determine safety issues that could cause employer legal problems under federal laws, including OSHA

Course Content

Lecture/Course Content

1. The Regulation of Employment
2. Title VII of the Civil Rights Act of 1964
3. Legal Construction of the Employment Environment
 - a. Affirmative Action
 - b. Race and Color Discrimination
 - c. National Origin Discrimination
 - d. Gender Discrimination
 - e. Sexual Harassment
 - f. Affinity Orientation Discrimination
 - g. Religious Discrimination
 - h. Age Discrimination
 - i. Disability Discrimination
4. The Regulation of the Employment Environment
 - a. The Employee's Right to Privacy and Management of Personal Information
 - b. Labor Law
 - c. Selected Employment Benefits and Regulations
5. Labor Relations
 - a. Organized Labor
 - b. Regulatory Framework of Unions and Organized Labor
 - c. Unfair Labor Practices
 - d. Collective Bargaining
 - e. Enforcement and Administration of Collective Bargaining
 - f. Union Member Rights and Responsibilities

Laboratory or Activity Content

None.

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Written expression
Problem solving exercises

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Essay exams
Individual projects
Objective exams
Quizzes
Reports/papers
Research papers

Skills tests or practical examinations
Essays

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Case studies
Class activities
Class discussions
Collaborative group work
Demonstrations
Distance Education
Group discussions
Instructor-guided interpretation and analysis
Internet research
Large group activities
Lecture
Problem-solving examples
Readings
Role-playing
Small group activities

Describe specific examples of the methods the instructor will use:

The instructor will utilize the following methods:

1. Directed analysis of case law and statutes.
2. Group observations of and participation in the litigation process as it relates to employment causes of action.
3. Lectures on the substance and application of individual employment laws and agency regulations, and related topics.
4. The use of sample motions for the purpose of identification of procedure and development of practical skills.
5. Leading discussion on the use of employment law from an ethical, practical, and legal perspective.
6. Simulations that engage students in practical skills related to client counseling and engagement in the legal processes provided by the courts and National Labor Relations Board..

Typical graded assignments (methods of evaluation):

1. Over the semester students are evaluated with written tests that measure the student's knowledge of the immigration law.
2. Students are evaluated in classroom discussions on their ability to explain and demonstrate their knowledge of information from textbook reading assignments on such topics as employment based and inventory immigrant preferences.
3. Students are evaluated on chapter assignments e.g., family based residency and claiming asylum.

Representative Course Assignments

Writing Assignments

1. Written analysis of selected employment benefits and regulations.

Critical Thinking Assignments

Students will be tested on their ability to take the legal concepts learned in the course and apply them to a given scenario and identify all legal issues presented in the scenario and successfully analyze the legal outcome of the case.

Reading Assignments

1. Students are required to read and study the information on Title VII of the Civil Rights Act.
2. Students are required to read and study material or authorities obtained through research at a law library, online, or with other computer resources.

Outside Assignments

Representative Outside Assignments

Typical outside of classroom assignments:

1. Reading
 - a. Students are required to study the information on legal research.
 - b. Students are required to study material or authorities with research at a law library, online or with other computer resources.
2. Writing

- a. Students are required to draft and prepare a number of documents using their research. These writings may include, but are not limited to case briefings and introduction to pleadings, complaints, discovery, and other legal documents.

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

Area F: Ethnic Studies

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals

Resource Type

Textbook

Classic Textbook

No

Description

Bennett-Alexander, Dawn, Employment Law for Business, New York, NY, McGraw-Hill, 2019 (or latest edition)

ISBN10: 1259722333

ISBN13: 9781259722332

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (1%–50% online)
Hybrid (51%–99% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions.
Telephone	The telephone media of communication will be used between the professor and students needing additional help on either a scheduled or unscheduled basis.
Synchronous Dialog (e.g., online chat)	The students will be involved in synchronous dialogue during webinar presentations by the professor in which they use the chat feature of the webinar to discuss issues brought up in the professor's lecture and ask questions of the professor and other students.
Other DE (e.g., recorded lectures)	Prerecorded lectures on the learning for a given week will be made and placed in the modules to be replayed by the students for additional assistance in learning the concepts involved for a given week.
Face to Face (by student request; cannot be required)	This media of communication will be used between the professor and students needing additional help by meeting at a specific location during normal office hours.
E-mail	The professor will be involved in email communication with students needing additional help via this communication media.
Asynchronous Dialog (e.g., discussion board)	Students will be involved in a online discussion forum where they will exchange ideas and viewpoints regarding the learning concepts involved for a given week and share their thoughts and viewpoints with the class.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions.
Telephone	The telephone media of communication will be used between the professor and students needing additional help on either a scheduled or unscheduled basis.

Synchronous Dialog (e.g., online chat)	The students will be involved in synchronous dialogue during webinar presentations by the professor in which they use the chat feature of the webinar to discuss issues brought up in the professor's lecture and ask questions of the professor and other students.
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E-mail	The professor will be involved in email communication with students needing additional help via this communication media.
Asynchronous Dialog (e.g., discussion board)	Students will be involved in a online discussion forum where they will exchange ideas and viewpoints regarding the learning concepts involved for a given week and share their thoughts and viewpoints with the class.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions.
Telephone	The telephone media of communication will be used between the professor and students needing additional help on either a scheduled or unscheduled basis.
Synchronous Dialog (e.g., online chat)	The students will be involved in synchronous dialogue during webinar presentations by the professor in which they use the chat feature of the webinar to discuss issues brought up in the professor's lecture and ask questions of the professor and other students.
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E-mail	The professor will be involved in email communication with students needing additional help via this communication media.
Asynchronous Dialog (e.g., discussion board)	Students will be involved in a online discussion forum where they will exchange ideas and viewpoints regarding the learning concepts involved for a given week and share their thoughts and viewpoints with the class.

Examinations**Hybrid (1%–50% online) Modality**

On campus
Online

Hybrid (51%–99% online) Modality

On campus
Online

Primary Minimum Qualification

LEGAL ASSISTING

Additional Minimum Qualifications**Minimum Qualifications**

Law

Review and Approval Dates

Department Chair

10/18/2021

Dean

10/19/2021

Technical Review

MM/DD/YYYY

Curriculum Committee

10/27/2021

DTRW-I

MM/DD/YYYY

Curriculum Committee

11/10/2021

Board

MM/DD/YYYY

CCCCO

11/29/2021

Control Number

CCC000552424

DOE/accreditation approval date

MM/DD/YYYY