

Western Technical College

## 10116103 Entrepreneurial - Employment Law

### Course Outcome Summary

#### Course Information

<b>Description</b>	Students will examine the legal and financial implications and responsibilities of hiring employees. Topics include legislation and Supreme Court decisions related to civil rights, age discrimination, disabilities, pay equity, affirmative action, etc.
<b>Career Cluster</b>	Business Management and Administration
<b>Instructional Level</b>	Technical Diploma Courses
<b>Total Credits</b>	1
<b>Total Hours</b>	18

#### Textbooks

No textbook required.

#### Course Competencies

##### 1. Explore federal laws.

###### Assessment Strategies

- 1.1. Written Product or Chart

###### Criteria

*You will know you are successful when*

- 1.1. you determine where to find information regarding Federal employment laws.
- 1.2. you list a minimum of three Federal employment laws that apply to your business.
- 1.3. you list two workplace situations where Federal law can impact decision-making.
- 1.4. you include what record-keeping is necessary for the three Federal employment laws that apply to your business.

###### Learning Objectives

- 1.a. Determine which major Federal employment laws apply to your business.
- 1.b. Examine workplace situations where Federal law impacts decision-making.
- 1.c. Investigate record keeping needed.

##### 2. Examine state laws.

###### Assessment Strategies

- 2.1. Written Product

###### Criteria

*You will know you are successful when*

- 2.1. you list a minimum of three laws from Wisconsin Department of Workforce Development web site.
- 2.2. you choose three state employment laws that apply for your proposed business concept.
- 2.3. you provided research and justification for the three state employment laws you picked.
- 2.4. you review specific business practices to determine if they are in legal compliance.
- 2.5. you summarize the legal compliance of two specific business practices in one paragraph.

**Learning Objectives**

- 2.a. Explore the state of Wisconsin Department of Workforce Development site for specific state laws.
- 2.b. Determine which Wisconsin state laws apply for your proposed business concept.
- 2.c. Analyze business practices for legal compliance.

**3. Compare employment policies and procedures.**

**Assessment Strategies**

- 3.1. Written Product

**Criteria**

*You will know you are successful when*

- 3.1. you define what a policy is.
- 3.2. you define what a procedure is.
- 3.3. you write or find a policy that would apply to your proposed business concept.
- 3.4. you write or find a procedure that would apply to your proposed business concept.
- 3.5. you include research on what an employee handbook is.
- 3.6. you indicate when an employee handbook is needed.
- 3.7. you use correct spelling and grammar.

**Learning Objectives**

- 3.a. Examine the difference between a policy and a procedure.
- 3.b. Describe a policy and procedure used by most small businesses.
- 3.c. Explore the need for an employee handbook.