Course Description
This course covers personnel law from a business perspective. It includes all foundations needed to understand the topic and the most important state and federal guidelines. A one-unit written research project and its oral presentation are required for the course. (4 units)

Purpose of Course
To have the student gain a knowledge of regulations within the workplace and the various types of discrimination that may affect his/her employment. Students will be instructed on how employee relations are regulated and the rights and responsibilities of both employees and employers.

Course Project
Every student will be required to submit a comprehensive written plan on personnel policy and procedures, using what he/she has learned in the course. This final project will also be presented orally at the end of the semester.

Homework, Attendance and Class Participation
Students shall be responsible for typing and turning in written assignments to be given during the course. In addition, attendance and class participation are important and play a large role in the student’s final grade.

Grading Standards
Grades will be based on the following allocation:

Mid-term examination: 25 per cent
Final examination: 35 per cent
Class Attendance & Participation: 25 per cent
Final Project: 15 per cent

100 per cent
Grading
Point/Grade Conversion

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<th>Score Range</th>
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<td>A</td>
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<td>93-90</td>
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<td>89-87</td>
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<td>86-84</td>
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<td>59 or &lt;</td>
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Course Calendar and Assignments
The assigned material for each date should be thoroughly reviewed before each class.

Date    Assignments

Jan. 20: Overview.

Jan. 27: Chapters 1 & 2. Employment Regulation; Legal Concepts.


March 3: Chapter 8. Gender Discrimination.

March 10: Midterm Exam.

March 17: Spring Recess – No Class.


March 31: Chapter 10. Sexual/Affinity Orientation Discrimination.

April 7 : Chapter 11. Religious Discrimination.

April 14 : Chapter 12. Age Discrimination.

April 21 : Chapters 13 & 14. Disability Discrimination; Employee’s Right to Privacy.

April 28 : Oral Presentations of Course Project.

May 5 : Final Exam.

Revised: January, 2015