Course Description:
Workplace Law and Regulations for the Manager is intended to provide a foundation to assist with personnel decisions and managerial actions which are impacted by numerous employment and labor related laws and regulations.

Course Objectives:
To enable the student to understand, interpret, and work with the basic laws and regulations that apply to employers and employees in the workplace.

Please note: The instructor for this class is not an attorney. Material covered and opinions expressed are based on extensive experience but should not be construed as legal advice. If you are seeking legal advice or think you may need legal advice, you should consult an appropriately licensed attorney.

The entire class, including tests, will be conducted through Email and the Internet.(Both email and Internet access are available through ACC's Microcomputer Lab and at the Pearland Campus.)

Text:

Course Content:
All twenty chapters of the text will be covered. Email and Internet access is required.

Grading:
Internet Exercise = 10%
(See website for assignment.)

Exams = 70%.
The lowest grade of the first four tests will be dropped if the Final Exam is administered. The Final (Test 5) may be waived at the instructor’s discretion for students displaying exemplary work in the first four tests and assignments.

Semester Assignment = 20%.
The textbook adequately covers federal laws and regulations that enter into employment and labor matters, but it barely mentions state laws and regulations. The assignment is to research (this is not a “research paper”) the internet, library, newspapers - any legal source for information related to the labor and employment laws of the State of Texas.

This will be a critical assignment. Students who do not turn in a timely paper will loose two (2) letter grades from the semester grade.
(See website for assignment.)

Extra Credit:
Extra credit may be earned with submission of timely/appropriate news articles and/or completion of other special assignments, if requested by the student and agreed to by the instructor.
Grading Scale:
90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
Below 60 = F

Assignment and Exam Schedule:
The dates noted below are subject to change.
Tests will be posted approximately five (5) days prior to the due date.
Late tests will not be accepted without prior approval.

<table>
<thead>
<tr>
<th>Assignment/Test</th>
<th>Chapters Covered</th>
<th>Email/Post Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet</td>
<td>n/a</td>
<td>n/a</td>
<td>01-19-07</td>
</tr>
<tr>
<td>1</td>
<td>1, 2 &amp; 3</td>
<td>01-24-07</td>
<td>01-29-07</td>
</tr>
<tr>
<td>2</td>
<td>4, 5, 6, 7 &amp; 8</td>
<td>02-21-07</td>
<td>02-26-07</td>
</tr>
<tr>
<td>3</td>
<td>9, 10, 11 &amp; 12</td>
<td>03-21-07</td>
<td>03-26-07</td>
</tr>
<tr>
<td>4</td>
<td>13, 14, 15, 16 &amp; 17</td>
<td>04-11-07</td>
<td>04-16-07</td>
</tr>
<tr>
<td>“Laws”</td>
<td>n/a</td>
<td>n/a</td>
<td>04-13-07</td>
</tr>
<tr>
<td>5 (Final)</td>
<td>All Previous Chapters</td>
<td>04-25-07</td>
<td>04-30-07</td>
</tr>
</tbody>
</table>

The Final (Test 5) will be comprehensive and will include questions from all 17 chapters. The Final may or may not include questions from the previous four (4) tests.

At the **withdraw deadline**, students who are extremely behind in their assignments and who have not communicated with me concerning their class work should consider dropping the course.

An "Incomplete" will not be given except in extreme cases AND then, only if the student has completed at least 75% of the assigned work.
Important Instructions:
Each student is responsible for keeping the instructor informed of their current email address as well as telephone numbers. This information must be provided at the beginning of the semester and again when any changes occur during the semester by completing the Student Contact Information form.

Go to the following web page: http://www.jbrau.net/acc-wlr/wlr-home.htm
Complete the Student Contact Information Form.

The instructor will email the test to you on the scheduled posting date for the test. You will not be able to take the test if the instructor does not have your correct email address.

On the Subject Line of each email, include the class (WLR), the assignment or test identification and your last name. Also, be sure that your name is included in the top line of the body of the email. Do not rely upon the email header to properly identify you.

If you are taking more than one class with this instructor, **do not** combine materials from two classes. Email each assignment or test in a separate email to the correct class email address.

Instructor:
John G. Brau, SPHR
Tel.: 281-393-1100
Fax: 281-393-3100
Email: acc-wlr@jbrau.net

*You may contact me at any reasonable hour by phone. If I am not available, please leave a message. If you have any problems concerning this class, I encourage you to discuss them with me.

**ADA: This college will adhere to all federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the policy of ACC to provide reasonable accommodations for qualified individuals who are students with disabilities. It is the student's responsibility to contact the Counseling Center in a timely manner to arrange for appropriate accommodations.

Revised: January 14, 2007