

BUSINESS, MANAGEMENT AND ADMINISTRATION

Business and Legal Concepts

COURSE SYLLABUS 2024-2025

Course Description: Business and Legal Concepts emphasizes the ethical and legal dimensions of conducting business. The course focuses on application of ethical concepts, historical events that have shaped business law in the United States, the U.S. court systems, contracts, insurance and various areas of law that impact business operations.

Prerequisite: There is no prerequisite for enrolling in Business and Legal Concepts. Students should have taken at least one other business course and have an interest in the business field.

Program: Business, Management and Administration

Course Goals: The goals of Business and Legal Concepts are to acquaint students with the basic legal principles common to business and personal activities by exploring topics including personal concepts to assist them in:

Course Outline:

Unit 1 What is Law and Ethics? - Summarize ethical responsibilities of business owners toward employees and consumers. Research and share information on legislation involving ethical issues.

Unit 2 Business Insurance, Business Ownership and Property Law – Explain the role of insurance in risk management and mitigation. Research and share information on ways businesses activities.

Unit 3 Criminal Law – Identify types of crimes businesses may commit. Criminal, civil and tort law.

Unit 4 Bankruptcy, Regulation and Negotiable Instruments – Study the primary laws that offer protection to creditors. Explain the nature of negotiable instruments, including the essentials of negotiability. Explain the rationale for governmental regulation of business activities.

Unit 5 Court System – Research and share information about the jurisdictions and characteristics of civil and criminal courts for business cases.

Unit 6 Employment Law – Explain the differences between an employee and an independent contractor. Explore issues relation to agency relationship and employment agreements/rights.

Unit 7 Contracts – Discuss and explain the classes of contracts and describe methods of offer and acceptance.

Unit 8 Family Law – Study laws that apply to marriage, divorce and child custody.

Supplies: One ½ inch binder, dividers and pencil or pen.

Assessment: Students will be assessed on an individualized basis in completing assignments depending on quality of work, effort, and level of ability. In most units, basic terms and questions/topics will be assigned for study to allow students to acquire background information. Current events and videos will be included when relevant, and students will be expected to summarize such supplementary materials. Projects will be assigned to allow for creativity and teamwork. Methods of assessing will primarily consist of the use of rubrics and/or checklists and unit tests.

The nine-week grade will be determined by the following:

- 30% Projects
- 20% Tests
- 30% Daily
- 20% Work Ethic (attendance and punctuality, preparation, participation in activities, organizing tasks and following classroom rules and procedures.

The semester grade will be determined by averaging the two nine-week grades.

Grading Scale: 90-100 **A** 80-89 **B** 70-79 **C** 60-69 **D** 59 and below **F**

Fee: The fee for this course is \$25.00. This money is used to provide supplies such as computer supplies and maintenance, copier paper, project supplies, newspapers, etc.

Career and Technical Student Organization (CTSO): DECA students are encouraged to become participating members of the organization that enhances classroom instruction, helps develop leadership skills, and provides opportunities for professional growth and service. Check out www.deca.com for more information. **You may write one check for \$37 made payable to "ACTC" for both the course and DECA.**

Available Industry Credential(s): Alabama Career Essentials (ACE)

Instructor: Vernessa Emerson (334) 361-0258 ext.1674 or vernessa.emerson@acboe.net

I/We have read the syllabus for LIS and have an understanding of what the course involves.

I/We agree to provide the necessary fee and supplies.

Permission is ___/is not___ given for photographing my child and using pictures in school related displays and publications. (Please mark appropriate box)

Parent's Signature _____ **Date** _____

Student's Signature _____ **Date** _____