

# GAINESVILLE HIGH SCHOOL- BUSINESS DEPARTMENT

## Legal Environment of Business- Fall 2012

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### Class Syllabus

#### I. GENERAL INFORMATION

- A. Instructor: Mrs. Helen Perry
- B. Location: Room 13, GHS Vocational Building  
Helen.perry@gcssk12.net  
Phone: 770-536-4441
- C. Instructor Schedule

1 <sup>st</sup> Block	2 <sup>nd</sup> Block	3 <sup>rd</sup> Block	4 <sup>TH</sup> Block
Computer Applications	Computer Applications	Legal Environment of Business	Planning

#### II. TEXT AND MATERIALS

- ❑ ***Understanding Business and Personal Law***, Brown and Sukys Glencoe/McGraw-Hill, 2006
- ❑ Each student will need a three ring binder for organization of notes and handouts.
- ❑ Handouts, videos, a workbook, guest speakers, and computers will enhance the teaching and learning strategies.

#### III. COURSE DESCRIPTION

Legal Environment of Business is the second course in the Small Business Development Career Pathway. This course concentrates on the legal aspects of business ownership and management. Legal issues will include contracts, sales, consumer law, agency and employment law, and government effects on business. The impact of ethics on business operations will be studied. International business principles are infused in the standards for Legal Environment of Business. Mastery of these standards through project-based learning and leadership development activities of Future Business Leaders of America (FBLA) will help prepare students with a competitive edge for the global marketplace.

#### IV. GRADING

- Daily grades will be taken from chapter work, which will include questions, vocabulary, and handouts.
- Tests will be given at the end of each chapter. Class projects will also count as a test grade. A grading rubric will be given to each student with his or her project assignment.

**Final Grades are to be computed on the following basis:**

Daily Grades	35%	Final Exam	20%
Test Grades	45%		

A=	90-100	4 Grade Points
B=	80-89	3 Grade Points
C=	70-79	2 Grade Points
F=	Below 70	0 Grade Points

#### V. Behavior Expectations

- Students will respect me as well as the other students in the class.
  - Do not speak while I am speaking.
  - Raise your hand before speaking.
  - Do not speak while a classmate is speaking.
- Profanity will not be tolerated.
- Student ID's should be worn at all times in the classroom.
- No hats are permitted to be worn in the school building.
- Come prepared to class everyday with notebook, pen, and paper.
- Respect all school property.
- Cell phones should not be out or in use at anytime in the classroom.
- Students must adhere to the School Computer Policy and must have an Internet Permission Form on file.
- No one allowed on the Internet without teacher permission.
- Sharing or misuse of another person's computer files will be considered as cheating or theft and result in a zero.
- It is the student's responsibility to ask the teacher for missed assignments. Please check with the teacher to schedule missed tests, or makeup work
- The teacher's desk and anything on top is personal property – you must ask if you need something on it or around it.
- Students may not download anything nor be on email, chatrooms, or instant messenger on school computers
- No sleeping in class. Sit up, pay attention, and stay on task.
- Students will remain seated in their assigned seats, and will not walk around and/or distract students from learning.
- All GHS rules listed in the handbook apply in this classroom.

- Periodically, we may have special visitors to speak to the class. Appropriate behavior and respect will be demonstrated by the students.
- You cannot leave the classroom during the first ten minutes of class or the last ten minutes of class.
- You will be expected to clean up at your workstation before leaving class, and always take care of your computer and books. Any problems with a computer should be reported immediately.
- Do not write on the counters or tables in the classroom. Please respect school property.
- Students will have two days to make up work for every day missed. Special circumstances may warrant teacher or administrative discretion for allowing different arrangements.
- Remember the 3 R's-----Respect, Restraint, and Responsibility
- Make it a great semester!

## VI. Content of Study

Unit 1	<b>Knowing About the Law</b>	Ethics & Law
Unit 2	<b>Entering Into Contracts</b>	How Contracts Arise, Genuine Agreement, Contractual Capacity, Consideration, Legality, Form of a Contract, How Contracts Come to an End, Transfer of Contracts and Remedies for Breach
Unit 3	<b>Understanding Consumer Law</b>	Contracts for the Sale of Goods, The Importance of Warranties, Consumer Protection and Product Liability, Owning a Vehicle, Personal Property and Bailments
Unit 4	<b>Being an Agent and Getting a Job</b>	Creation of an Agency, Agency Relationships and Their Termination, Employment Law, Employment Protection and Equal Opportunity
Unit 5	<b>Using Your Purchasing Power</b>	Borrowing Money and Buying on Credit, Negotiable Instruments, Writing Checks, Transferring Negotiable Instruments, Collecting Negotiable Instruments
Unit 6	<b>Starting a Business</b>	Sole Proprietorship and Partnership, Forming and Financing a Corporation, Operating a Corporation, Corporate Regulations and Expansion
Unit 7	<b>Planning for the Future</b>	Renting a Place to Live, Buying a Home, Insurance Protection

## VI. Daily Procedures

1. Students will pick up books and/or other materials and sit in their assigned seat before the tardy bell rings.
2. Directions/Plans will be posted on the board for the instruction and class activities of the day.
3. The teacher will reserve the last 5 minutes of class for turning in assignments, cleaning up workstations, and preparing for the dismissal of class.

## VII. Discipline Policy for Rule Violation:

- 1<sup>st</sup> Offense: Verbal Warning  
2<sup>nd</sup> Offense: Teacher/student conference  
3<sup>rd</sup> Offense: Phone Call Home and/or parent conference plus detention after school  
4<sup>th</sup> Offense: Referral to Administrator

## VIII. My Commitment to You

**I pledge to do everything I can for you to be successful in my class. Your comments and suggestions are always welcome. Please know that I am available to help you. My goal is to provide whatever assistance you require to master the course material. I sincerely look forward to working with you and having a great semester as we learn together.**

**Please return to Mrs. Perry by Wednesday, August 14, 2012:**

I have read and understand the guidelines and procedures for Mrs. Perry's class and have shared them with my parents.

Student's Name: \_\_\_\_\_ Period: \_\_\_\_\_

I have read and understand the guidelines and procedures in Mrs. Perry's class.

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_