

**Southeastern School**  
**Business Management and Administration Department**  
**Business Administrative Services Program**  
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## Business & Legal Concepts

### **Course Description**

Business & 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.

No prerequisite is required for this course.

### **Program/Instructional Delivery Plan**

All course information and coursework are detailed in the Schoology Learning Management System which students can access once enrolled in the course. Other online applications will be utilized to ensure content delivery.

<p><b><u>Assessment Procedures</u></b></p> <p>Students will be assessed at the completion of each unit in one or more of the following ways:</p> <ul style="list-style-type: none"> <li>• Teacher Observations</li> <li>• Performance Tasks</li> <li>• Objective Tests</li> <li>• Checklists</li> <li>• Rubrics</li> <li>• Online Activities</li> <li>• Scenarios/Case Studies</li> <li>• Oral Presentations</li> <li>• Research Reports/Projects</li> <li>• Portfolios</li> <li>• Certification Exams</li> <li>• Safety Tests</li> <li>• Simulations</li> </ul>	<p><b><u>Grading Scale</u></b></p> <p>A 90-100 B 80-89 C 70-79 D 60-69 F 59 or below</p> <p><b><u>Grading Policy</u></b></p> <p>Grades are based on a points system. Typically, assessments and projects will be worth up to 200 points; classwork, quizzes and homework will be worth up to 100 points.</p>
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### **Required Reading**

Students will complete a book study of *“The 7 Habits of Highly Effective Teens”* by Sean Covey to enhance course content and instruction.

## **Course Goals**

Each foundational and content standard completes the stem “Students will ...”

### **Foundational Standards Unit**

1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.
2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.
3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.
4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.
5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.
6. Discuss and demonstrate ways to value diversity.

### **Ethics Unit**

1. Summarize ethical responsibilities of business owners toward employees and consumers.
2. Research and share information on legislation involving ethical issues.

### **Business Insurance Unit**

3. Explain the role of insurance in risk management and mitigation.

### **Business Crimes Unit**

4. Identify types of crimes businesses may commit.
5. Describe types of crimes directed toward businesses.

### **Negotiable Instruments Unit**

6. Explain the nature of negotiable instruments, including the essentials of negotiability.

### **Court System Unit**

7. Research and share information about the jurisdictions and characteristics of civil and criminal courts for business cases.

### **Regulation Unit**

8. Explain the rationale for governmental regulation of business activities.

### **Business Ownership Unit**

9. Research and share information on ways businesses may be organized.

### **Contracts Unit**

10. Discuss and explain the classes of contracts and describe methods of offer and acceptance.

### **Employment Law Unit**

11. Explain concepts of agency and employment law.
12. Explain the differences between an employee and an independent contractor.

### **Property Law Unit**

13. Research and explain the principles of property ownership and acquisition.

### **Career and Technical Student Organization Integration**

Career and technical student organizations (CTSOs) are integral, cocurricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth.

Future Business Leaders of America (FBLA) is the CTSO for this course.

FBLA dues are included in the \$25 Computer Lab Fee for the school year.

### **Embedded Numeracy/Literacy/Science Anchor Assignment**

Students will complete an anchor assignment which demonstrates the integration of technical reading and writing, mathematics and mathematics vocabulary, and science concepts and science vocabulary appropriate to the program area.

### **BMA Anchor Assignment – 200 points**

Students will **research** 3 specific STEM-related business careers (Accountants, Auditors, and Operations Research Analysts) to **compare and contrast** wages and employment trends. Students will prepare a formal **summary** of their research findings in an **MLA format essay** which includes **tables, charts, and graphs** to support their findings of the **median hourly wages** and **median annual wages**. Students will also compare and contrast the various knowledge, skills, abilities, personality, technology, and educational and credentialing requirements to be successful in those careers.

- **Numeracy** – integration of mathematics and mathematical vocabulary by utilizing critical thinking to make sense of problems and present median wages using tables and charts
- **Literacy** – integration of technical reading and writing skills by communicating clearly and effectively while presenting data in an MLA format essay
- **Science** – integration of science concepts and science vocabulary by employing valid and reliable research strategies while also using technology to enhance productivity

### **Available Industry Recognized Credentials Offered**

Students will have the opportunity to demonstrate the skills needed to get the most out of Microsoft Office 2019 by earning a Microsoft Office Specialist certification in a specific Office program.

MOS certification is offered for Word, Excel, PowerPoint, Access, and Outlook.