

**Business Management & Administration Career Cluster
Legal Environment of Business
Course Number 06.41500**

Course Description:

Legal Environment of Business addresses statutes and regulations affecting businesses, families, and individuals. All students will benefit with the knowledge of business law as they will eventually assume roles as citizens, workers, and consumers in their communities and in society at large.

Students will get an overview of business law while concentrating on the legal aspects of business ownership and management. Legal issues addressed include court procedures, contracts, torts, consumer law, employment law, environmental law, international law, ethics, and the role of the government in business. Students will not only understand the concepts, but will also apply their knowledge to situations and defend their actions, decisions, and choices.

Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the business world. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are expanded in this course to prepare students to be college and career ready. Employability skills are integrated into activities, tasks, and projects throughout this course to demonstrate skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the employability skills and content standards of this course.

Legal Environment of Business is the second course in the Entrepreneurship and Human Resources Management pathway in the Business Management & Administration Cluster. Students enrolled in this course should have successfully completed the first course in the pathway Introduction to Business & Technology.

Course Standard 1

BMA-LEB-1

The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

Standard: Demonstrate employability skills required by business and industry.

The following elements should be integrated throughout the content of this course.

1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.

Person-to-Person Etiquette	Telephone and Email Etiquette	Cell Phone and Internet Etiquette	Communicating At Work	Listening
Interacting with Your Boss	Telephone Conversations	Using Blogs	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Using Social Media	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls		Effective Written Communication	Ways We Filter What We Hear

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Interacting with Suppliers	Making Cold Calls		Effective Nonverbal Skills	Developing a Listening Attitude
	Handling Conference Calls		Effective Word Use	Show You Are Listening
	Handling Unsolicited Calls		Giving and Receiving Feedback	Asking Questions
				Obtaining Feedback
				Getting Others to Listen

Nonverbal Communication	Written Communication	Speaking	Applications and Effective Résumés
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages	Constructive Criticism in Writing	One-on-One Conversations	Writing a Cover Letter
Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé
Improving Nonverbal Indicators		Large Group Communication	Selling Yourself in a Résumé
Nonverbal Feedback		Making Speeches	Terms to Use in a Résumé
Showing Confidence Nonverbally		Involving the Audience	Describing Your Job Strengths
Showing Assertiveness		Answering Questions	Organizing Your Résumé
		Visual and Media Aids	Writing an Electronic Résumé
		Errors in Presentation	Dressing Up Your Résumé

1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

Teamwork and Problem Solving	Meeting Etiquette
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Facilitating Discussions and Closing
	Preparing Visual Aids
	Virtual Meetings

1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

Problem Solving	Customer Service	The Application Process	Interviewing Skills	Finding the Right Job
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Participation in Job Fairs

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Managing	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	Searching the Classified Ads
	Handling Customer Complaints	When a Résumé Should be Used		Using Employment Agencies
	Strategies for Customer Service			Landing an Internship
				Staying Motivated to Search

1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss
Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers
Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict
Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	
Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			
Leaving a Job Ethically				

1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.

Expected Work Traits	Teamwork	Time Management
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks
	Expressing Yourself on a Team	Staying Organized
	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

1.6 Present a professional image through appearance, behavior and language.

On-the-Job Etiquette	Person-to-Person Etiquette	Communication Etiquette	Presenting Yourself
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional

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Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Business Meal Functions		Proper Use of Cell Phone	Using Good Posture
Behavior at Work Parties		Proper Use in Texting	Presenting Yourself to Associates
Behavior at Conventions			Accepting Criticism
International Etiquette			Demonstrating Leadership
Cross-Cultural Etiquette			
Working in a Cubicle			

Support of CTAE Foundation Course Standards and Georgia Standards of Excellence L9-10RST 1-10 and L9-10WHST 1-10:

Georgia Standards of Excellence ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses.

Course Standard 2

BMA-LEB-2

Compare and contrast the relationship between ethics and law for a business.

- 2.1 Develop a logical argument for ethical decision-making and ethical impact in a technological society.
- 2.2 Explain the major sources of law: constitutional law, statutory law, common law, regulatory law, and international law.
- 2.3 Differentiate among crimes, torts, contracts, and specific statutory/regulatory schemes such as bankruptcy, intellectual property, consumer protection, environmental, and employment and labor law.
- 2.4 Identify the personal and business consequences of unethical and illegal conduct.
- 2.5 Analyze ethical dilemmas raised by the interaction of business and politics, including but not limited to lobbying, gift-giving, and awarding honoraria to political leaders for political gain.

Course Standard 3

BMA-LEB-3

Explain and illustrate through simulation the process by which a legal dispute is resolved for a business and personal issue.

- 3.1 Compare and contrast the federal and state court systems functions and purpose and the impact on a business.
- 3.2 Distinguish between criminal and civil law.
- 3.3 Classify which types of claims are brought in which courts.
- 3.4 Describe the process of a civil suit from complaint through collection of a judgment.
- 3.5 Discuss the advantages and disadvantages of litigation, arbitration, mediation, and conciliation.
- 3.6 Reconstruct the process of a criminal prosecution from arrest through sentencing from two different viewpoints—person accused of the crime and the business owner.
- 3.7 Interpret an example legal dispute and analyze the impact on a business.
- 3.8 Relate a case study of legal dispute to criminal or civil law, federal or state court system, and litigation, arbitration, mediation, and conciliation.

Course Standard 4

BMA-LEB-4

Investigate major crimes affecting business and the impact on a business.

- 4.1 Differentiate among felonies, misdemeanors, and infractions and provide examples for a business environment including crimes the business commits and crimes against the business.
- 4.2 List the elements of various business crimes, including at a minimum the following: arson, embezzlement, forgery, fraud, shoplifting, robbery, and computer crimes.
- 4.3 Collect and display evidence of technology related crimes on a business and suggest steps a business can take to prevent crimes against the business.

Course Standard 5

BMA-LEB-5

Evaluate the use of tort law in a business setting.

- 5.1 Compare and contrast intentional torts, negligence, and products/strict liability.
- 5.2 Classify torts involving harm to the person and torts involving harm to property.
- 5.3 Define the concepts of reasonable person and proximate cause.
- 5.4 Describe available remedies for tortious conduct, including compensatory and punitive damages and equitable relief.
- 5.5 Apply tort law to various business scenarios in which the business is either the plaintiff or the defendant tort-feasor.

Course Standard 6

BMA-LEB-6

Demonstrate an understanding of contractual relationships.

- 6.1 Investigate the elements of an enforceable contract and example uses in a business (e.g., offer, acceptance, consideration, mutual assent, capacity to contract, legality, and form).
- 6.2 Create a contract for business and personal use and debate the details of the contract for legal consideration.
- 6.3 Differentiate between unilateral and bilateral contracts, express and implied contracts, and oral and written contracts.
- 6.4 Analyze the circumstances under which a contract may be voidable or void (e.g., infancy, intoxication, fraud, duress, unconscionability, and mutual mistake).
- 6.5 Cite available remedies for breach of contract, including damages and equitable relief for business and personal use.
- 6.6 Explain the parole evidence rule.
- 6.7 Describe the purpose of the Uniform Commercial Code (UCC).
- 6.8 Identify the various types of warranties and describe how they can be modified or excluded.

Course Standard 7

BMA-LEB-7

Categorize, evaluate, and assess specific statutory/regulatory schemes impact on a business.

- 7.1 Describe and discuss the impact on a business of the various aspects of bankruptcy including Chapter 7, Chapter 11, Chapter 13, involuntary, and voluntary.
- 7.2 Differentiate among the types of intellectual property and discuss the remedies for infringement of each type (i.e., copyright, trademark, and patent).

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- 7.3 Research and summarize the major federal consumer protection laws and how they are enforced including but not limited to Fair Credit Reporting Act (FCRA), Fair Debt Collection Practices Act (FDCPA), Consumer Product Safety Improvement Act (CPSIA), Consumer Credit Protection Act (CCPA), and Federal Trade Commission Act (FTCA).
- 7.4 Describe and discuss the major federal laws regulating a business's impact on the environment including but not limited to Clean Air Act (CAA), Clean Water Act (CWA), Resource Recovery and Conservation Act (RCRA), and Endangered Species Act (ESA).
- 7.5 Demonstrate an understanding of the employment-at-will doctrine and its exceptions.
- 7.6 Describe and discuss the major federal laws regulating business employment practices including but not limited to Title VII of the Civil Rights of 1964, Age Discrimination in Employment Act (ADEA), Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Occupational Safety and Health Act (OSHA), Immigration Reform and Control Act, and National Labor Relations Act (NLRA).

Course Standard 8

BMA-LEB-8

Illustrate and defend the challenges of applying existing law to e-commerce.

- 8.1 Define the jurisdictional issues raised by e-commerce and discuss the impact on business.
- 8.2 Discuss the nature of authentication problems, digital signatures, and domain names disputes.
- 8.3 Create a plan to defend the business position on complying with laws for e-commerce.

Course Standard 9

BMA-LEB-9

Research and summarize the influence of diverse cultures and customs on business practices while detailing awareness in business operations.

- 9.1 Explain the impact of cultural differences when making business decisions in a global economy.
- 9.2 Research and investigate how the laws and customs of other countries may affect U.S. business operations.
- 9.3 Outline the roles played by the U.N. Commission on International Trade Law and the World Trade Organization on business practices.
- 9.4 Prepare and detail a business transaction with an international customer that outlines culture considerations and follows customs.

Course Standard 10

BMA-LEB-10

Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events.

- 10.1 Explain the goals, mission and objectives of Future Business Leaders of America.
- 10.2 Explore the impact and opportunities a student organization (FBLA) can develop to bring business and education together in a positive working relationship through innovative leadership and career development programs.
- 10.3 Explore the local, state, and national opportunities available to students through participation in related student organization (FBLA) including but not limited to conferences, competitions, community service, philanthropy, and other FBLA activities.
- 10.4 Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.
- 10.5 Explore the competitive events related to the content of this course and the required competencies, skills, and knowledge for each related event for individual, team, and chapter competitions.