

**ACCT 2140**  
**Fall 2015 Syllabus/Lesson Plan**

**\*\*Disclaimer Statements\*\***

**\*\*\*\*Instructor reserves the right to change the syllabus and/or lesson plan as necessary.\*\*\*\***

**\*\*\*The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.\*\*\***



**ACCT 2140  
LEGAL ENVIRONMENT OF  
BUSINESS  
COURSE SYLLABUS  
Online  
Fall Semester 2015**

**Semester:** Fall 2015  
**Course Title:** Legal Environment of Business  
**Course Number:** ACCT 2140  
**Credit Hours/ Minutes:** 3 / 3000  
**Class Location:** GVTC/Angel  
**Class Meets:** Via Internet/15 wks  
**CRN:** 20019

**Instructor:** Lori L. Sweat  
**Office Hours:** Vidalia 12:30-3:30 pm M/W  
Swainsboro 7:15-8 am T/R, 1:30-5:30 pm T/R  
**Office Location:** Room 837, Gillis Medical Building, Vidalia  
Room 8119, Building 8, Swainsboro  
**Email Address:** [lsweat@southeasterntech.edu](mailto:lsweat@southeasterntech.edu)  
**Phone:** 478-289-2223 or 912-538-3100, Extension 2223  
**Fax Number:** 912-538-3106 Vidalia; 478-289-2214 Sboro  
**Preferred Method of Contact:** STC email

**Notes to instructor before finalizing. Assign more questions, less cases but require more quality. Using 18<sup>th</sup> vs. 17<sup>th</sup> edition. Check tests and questions; need a rubric for cases.**

**REQUIRED TEXTS:** Law for Business, 18<sup>th</sup> ed., Ashcroft and Ashcroft, Cengage  
ISBN-13: 978-1-133-58761-3

**REQUIRED SUPPLIES & SOFTWARE:** **Dependable** internet connection, Browser requirement is Internet Explorer 9 or higher, **Mozilla Firefox (recommended)** or Google Chrome. Students will be required to complete homework assignments in Microsoft Word. Students may use available computer labs on campus or STC Remote Lab (IDS-Citrix) to access the software from remote locations. Due to the variety of home internet connections, students may consider purchasing Office 2013 from the STC Bookstore, or purchasing a 180 day (6 month) full evaluation version from the STC Bookstore for \$35.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**COURSE DESCRIPTION:** Introduces law and its relationship to business.

**MAJOR COURSE COMPETENCIES:** Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

**PREREQUISITES:** Program Admission

**COURSE OUTLINE:**

1. Legal Ethics
2. Legal Processes
3. Business Contracts
4. Real and Personal Property
5. Agency and Employment
6. Risk-Bearing Devices
7. Uniform Commercial Code

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS (Online):**

- **To log in to Angel.**
  - Go to the STC website: [www.southeasterntech.edu](http://www.southeasterntech.edu)
  - Click on mySTC
  - Login to mySTC using the student id # and bannerweb pin#.  
**Hint: you can quickly get to mySTC by using [www.my.southeasterntech.edu](http://www.my.southeasterntech.edu)**
  - Click the Angel Icon.
- **Online students are responsible for checking e-mails and Angel announcements DAILY.**
- All online students must pledge in Angel that they have read and understand the STC Catalog within the first three days of class.
- All online students must post an introduction in Angel.
- All online students should send instructor an email via Angel mail stating their intentions to take this online course. Student profile, policy acknowledgement, and honor policy should be attached to this email.
- Students are responsible for all assignments and tests shown in the attached lesson plan.
- Students are responsible for policies and procedures included in the STC Catalog.
- Homework assignments must be completed by the date specified; early submissions of assignments are welcomed!
- **Homework assignments will not be graded after the due date resulting in a zero (0).**

- Homework assignments cannot be sent by email; they should be typed in **ONE** Microsoft Word document (regardless of how many chapters are covered) and dropped in the ANGEL drop box as an attachment.
- Discussion boards must be completed by the date specified. See the discussion board rubric attached to this syllabus for grading criteria. **Discussion boards will not be graded after the due date resulting in a zero (0).**

Students are highly encouraged to use the publisher's website for interactive quizzes, flash cards, and other student resources. These will assist in preparation for your test. The website is

<http://coursemate.cengage.com/CPReader/View/9781133598954/default.aspx?elSBN=9781133598954>

**CHECK ON THIS**

**ONLINE ATTENDANCE:** It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Tuesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**SPECIAL NEEDS:** *Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

**SPECIFIC ABSENCES:** Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**PREGNANCY:** Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a “W” for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of ‘W’, will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

**PROCTORED EVENT REQUIREMENT:** In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the

missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course. The 65% point for fall semester is October 27.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

**Check and change these old dates appropriately.**

**The required proctored event for this class is a cumulative test on parts Parts I, II, III, and IV. This proctored exam will be given Wednesday, November 5 on the Vidalia Campus, Gillis Building, Room 839 from 2:00 pm until 5:00 p.m. or Thursday, November 6 on the Swainsboro Campus, Building 2, Room 2106 from 2:00 p.m. until 5:00 p.m. The proctored exam is listed in the lesson plan—Week 12 Proctored Exam. You may come either day, either location that is convenient for you. Please send your instructor an Angel mail by midnight October 29 to schedule which of these dates you will take your proctored exam.**

**MAKEUP GUIDELINES:** Exams must be completed by the date specified. Exams are posted for a week; there are no makeup exams, and students who miss an exam will be assigned a grade of zero. Please do not wait until the last moment to submit in case you have Internet problems with your computer **because no make-up exams are allowed, and there are no exceptions.** If Internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time **IF** the exam will be reset. **Only one test per student will be reset per semester if the instructor is notified in time according to the instructions and if the request is granted.** Homework Assignments or Discussion Boards **will not be graded after the due date/time resulting in a zero (0).**

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the STC Catalog and Student Handbook.

## **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

### **--First Offense--**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### **--Second Offense--**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### **--Third Offense--**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

Your instructor is more than willing to assist you with any help you might need; it merely requires you to make the extra effort to come by for help during your instructor's office hours. This is your responsibility. Accounting professionals deal with money; in-class behaviors give some insight into a student's professional ethics in the workplace, or lack thereof. Cheating is never an option; dishonesty cannot and will not be tolerated. If you are involved in an academic dishonesty incident, expect a private conference with your instructor and the Dean of Business Technologies and Human Services.

## **STATEMENT OF NON-DISCRIMINATION**

Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**GRADING POLICY:**

Tests	60%
Proctored Exam	20%
Homework Questions & Cases	15%
Discussion Board	5%
	<hr/>
	100%

**GRADING SCALE**

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

**TCSG GUARANTEE/WARRANTY STATEMENT:**

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*



**Print this out for your handy reference**

**ACCT 2140 Legal Environment of Business  
Fall Semester 2015 Lesson Schedule  
Schedule is tentative and subject to change**

**Assignments are a minimum; instructor reserves the right to add assignments as necessary to meet Technical College System of Georgia curriculum standards.**

Date	Chapter	Content; Assignments; Tests; Due Dates	*Course Competency Area ** General Education Core Competency Area
<b>Wk 1 Aug 17-25</b>	Ch 1 Ch 2	<ul style="list-style-type: none"> <li>• Read the following:               <ul style="list-style-type: none"> <li>○ Academic Dishonesty, Attendance Policy, and Online Course Orientation (located under the "<u>Required Reading</u>" Link)</li> <li>○ Course Syllabus (located under the "<u>Course Work</u>" link)</li> </ul> </li> <li>• Post <u>Pledge</u> of understanding in the "<u>Course Work/Start Here</u>" link by midnight, Wednesday August 19. By pledging, you are acknowledging that you understand the requirements of this course.</li> <li>• Post a brief introduction of yourself in the "<u>Course Work/Start Here</u>" link by midnight, Wednesday August 19.</li> <li>• Send your instructor an Angel mail stating your intentions to take the course online by midnight, Wednesday August 19.</li> <li>• Email the <i>Fall Semester Student Information &amp; Policies Acknowledgment forms</i> to instructor by midnight Wednesday, August 20. (located in the link under week 1 assignments &amp; under the "<u>Library</u>" Tab)</li> </ul> <p>In Angel, go to Course Work, Weekly Assignments, Part I folder:</p> <ul style="list-style-type: none"> <li>• Read:               <ul style="list-style-type: none"> <li>○ Chapter 1 Introduction to Law</li> <li>○ Chapter 2 Courts &amp; Court Procedures</li> </ul> </li> <li>• View PowerPoint Presentations</li> <li>• Complete Chapter 1 Questions 1,3,5,9,10, crossword puzzle</li> <li>• Complete Chapter 2 Questions 2,4,7,8, crossword puzzle</li> <li>• Complete Week 1 Discussion Board</li> <li>• Homework Assignments for <b>Chapters 1/2</b> are due by <b>midnight, Tuesday, August 25.</b></li> </ul>	*1,2,8 **a,c

Date	Chapter	Content; Assignments; Tests; Due Dates	*Course Competency Area ** General Education Core Competency Area
Wk 2 Aug 26- Sept 1	Ch 3 Ch 4	<p>In Angel, go to Course Work, Weekly Assignments, Part I folder:</p> <ul style="list-style-type: none"> <li>• Read: <ul style="list-style-type: none"> <li>○ Chapter 3 Business Torts &amp; Crimes</li> <li>○ Chapter 4 Government Regulation of Business</li> </ul> </li> <li>• View PowerPoint Presentations</li> <li>• Complete Chapter 3 Questions 1,5,7 and Cases 4,5,7</li> <li>• Complete Chapter 4 Questions 1,2,4,6</li> <li>• Complete Chapters 3 &amp; 4 crossword puzzle</li> <li>• Complete Week 2 Discussion Board</li> <li>• Homework Assignments for <b>Chapters 3/4</b> are due by <b>midnight, Tuesday, September 1.</b></li> <li>• <b>Part I Exam</b> for Chapters 1-4 is due by <b>midnight, Tuesday, September 1.</b></li> </ul>	*2,4 **a,c
Wk 3 Sept 2-8	Ch 5 Ch 6 Ch 7	<p>In Angel, go to Course Work, Weekly Assignments, Part II folder:</p> <ul style="list-style-type: none"> <li>• Read: <ul style="list-style-type: none"> <li>○ Chapter 5 Nature and Classes of Contracts</li> <li>○ Chapter 6 Offer and Acceptance</li> <li>○ Chapter 7 Capacity to Contract</li> </ul> </li> <li>• View PowerPoint Presentations</li> <li>• Complete Chapter 5 Questions 2,3,4,7,9,10 and Cases 1,3,4,5,6,7, crossword puzzle</li> <li>• Complete Chapter 6 Questions 1,2,4,5,6,9 and Cases 3 &amp; 6</li> <li>• Complete Chapter 7 Questions 2,3,6,9,10 and Cases 1,2,4,5,7</li> <li>• Complete Chapters 6 &amp; 7 crossword puzzle</li> <li>• Homework Assignments for <b>Chapters 5/6/7</b> are due by <b>midnight, Tuesday, September 8.</b></li> </ul>	*3 **a,c

<b>Wk 4</b> <b>Sept</b> <b>9-15</b>	Ch 8 Ch 13	In Angel, go to Course Work, Weekly Assignments, Part II folder: <ul style="list-style-type: none"> <li>• Read:             <ul style="list-style-type: none"> <li>○ Chapter 8 Capacity to Contract</li> <li>○ Chapter 13 Termination of Contracts</li> </ul> </li> <li>• View PowerPoint Presentations</li> <li>• Complete Chapter 8 Questions 1,3,7 and Cases 1,3,4,5</li> <li>• Complete Chapter 13 Questions 1,3,4,6,7,8 Cases 3,4,6,10</li> <li>• Complete Chapters 8 &amp; 13 crossword puzzle</li> <li>• Complete Week 4 Discussion Board</li> <li>• Homework Assignments for <b>Chapters 8/13</b> are due by <b>midnight, Tuesday, September 15.</b></li> <li>• <b>Part II Exam</b> for Chapters 5-8, &amp; 13 is due by <b>midnight, Tuesday, September 15.</b></li> </ul>	*3 **a,c
<b>Wk 5</b> <b>Sept</b> <b>16-22</b>	Ch 14 Ch 15	In Angel, go to Course Work, Weekly Assignments, Part III folder: <ul style="list-style-type: none"> <li>• Read:             <ul style="list-style-type: none"> <li>○ Chapter 14 Nature of Personal Property</li> <li>○ Chapter 15 Special Bailments</li> </ul> </li> <li>• View PowerPoint Presentations</li> <li>• Complete Chapter 14 Questions 1-9 Cases 1,4,5,7,9, crossword puzzle</li> <li>• Complete Chapter 15 Questions 5-12 and Cases 3,4,6,10, crossword puzzle</li> <li>• Homework Assignments for <b>Chapters 14/15</b> are due by <b>midnight, Tuesday, September 22.</b></li> <li>• <b>Part III Exam</b> for Chapters 14-15 is due by <b>midnight, Tuesday, September 22.</b></li> </ul>	*4,5 **a,c

<b>Wk 6</b> <b>Sept</b> <b>23-29</b>	Ch 16 Ch 17	In Angel, go to Course Work, Weekly Assignments, Part IV folder: <ul style="list-style-type: none"> <li>• Read:             <ul style="list-style-type: none"> <li>○ Chapter 16 Sales of Personal Property</li> <li>○ Chapter 17 Formalities of a Sale</li> </ul> </li> <li>• View PowerPoint Presentations</li> <li>• Complete Chapter 16 Questions 2-6 Cases 2,5,6, crossword puzzle</li> <li>• Complete Chapter 17 Questions 1-8 and Cases 2-4, 6, crossword puzzle</li> <li>• Homework Assignments for <b>Chapters 16/17</b> are due by <b>midnight, Tuesday, September 29.</b></li> </ul>	*4,5 **a,c
<b>Wk 7</b> <b>Sept</b> <b>30-</b> <b>Oct 6</b>	Ch 18 Ch 19	In Angel, go to Course Work, Weekly Assignments, Part IV folder: <ul style="list-style-type: none"> <li>• Read:             <ul style="list-style-type: none"> <li>○ Chapter 18 Transfer of Title and Risk in Sales Contracts</li> <li>○ Chapter 19 Warranties, Product Liability, and Consumer Protection</li> </ul> </li> <li>• View PowerPoint Presentations</li> <li>• Complete Chapter 18 Questions 1-5, 7-9 Cases 1,3,7, crossword puzzle</li> <li>• Complete Chapter 19 Questions 1-6,9-12 Cases 1,4,5,6,9, crossword puzzle</li> <li>• Complete Week 7 Discussion Board</li> <li>• Homework Assignments for <b>Chapters 18/19</b> are due by <b>midnight, Tuesday, October 6.</b></li> <li>• <b>Part IV Exam</b> for Chapters 16-19 is due by <b>midnight, Tuesday, October 6.</b></li> </ul>	*4,5 **a,c
<b>Wk 8</b> <b>Oct</b> <b>7-13</b>	Ch 20 Ch 21	In Angel, go to Course Work, Weekly Assignments, Part V folder: <ul style="list-style-type: none"> <li>• Read:             <ul style="list-style-type: none"> <li>○ Chapter 20 Nature of Negotiable Instruments</li> <li>○ Chapter 21 Essentials of Negotiability</li> </ul> </li> <li>• View PowerPoint Presentations</li> <li>• Complete Chapter 20 Questions 4-10 Cases 1,3,5</li> <li>• Complete Chapter 21 Questions 2,5-10 Cases 1-3,5</li> <li>• Complete Chapters 20 &amp; 21 crossword puzzle</li> <li>• Homework Assignments for <b>Chapters 20/21</b> are due by <b>midnight, Tuesday, October 13</b></li> </ul>	*3 **a,c

<b>Wk 9</b> <b>Oct</b> <b>14-20</b>	Ch 22 Ch 23	In Angel, go to Course Work, Weekly Assignments, Part V folder: <ul style="list-style-type: none"> <li>• Read:             <ul style="list-style-type: none"> <li>○ Chapter 22 Promissory Notes and Drafts</li> <li>○ Chapter 23 Negotiation and Discharge</li> </ul> </li> <li>• View PowerPoint Presentations</li> <li>• Complete Chapter 22 Questions 1-4,7,9-12 and Cases 1,3,4,7, crossword puzzle</li> <li>• Complete Chapter 23 Questions 1-10 Cases 3-5, crossword puzzle</li> <li>• Complete Week 9 Discussion Board</li> <li>• Homework Assignments for <b>Chapters 22/23</b> are due by <b>midnight, Tuesday, October 20.</b></li> <li>• <b>Part V Exam</b> for Chapters 20-23 is due by <b>midnight, Tuesday, October 20.</b></li> </ul>	*3 **a,c
<b>Wk 10</b> <b>Oct</b> <b>21-27</b>	Ch 26 Ch 27	In Angel, go to Course Work, Weekly Assignments, Part VI folder: <ul style="list-style-type: none"> <li>• Read:             <ul style="list-style-type: none"> <li>○ Chapter 26 Nature and Creation of an Agency</li> <li>○ Chapter 27 Operation and Termination of an Agency</li> </ul> </li> <li>• View PowerPoint Presentations</li> <li>• Complete Chapter 26 Questions 1-10, Cases 2,3,5</li> <li>• Complete Chapter 27 Questions 1-10 Cases 4,5,7</li> <li>• Complete Chapters 26 &amp; 27 crossword puzzle</li> <li>• Homework Assignments for <b>Chapters 26/27</b> are due by <b>midnight, Tuesday, October 27.</b></li> </ul>	*6 **a,c
<b>Note: Students who withdraw on or before Monday, October 27 receive a grade of "W"</b>			

<p><b>Wk 11</b> <b>Oct 28- Nov 3</b></p>	<p>Ch 28 Ch 29 Ch 30</p>	<p><b>Email instructor at <a href="mailto:lsweat@southeasterntech.edu">lsweat@southeasterntech.edu</a> by midnight, October 29 regarding the date you plan to take the proctored exam.</b></p> <p>In Angel, go to Course Work, Weekly Assignments, Part VI folder:</p> <ul style="list-style-type: none"> <li>• Read: <ul style="list-style-type: none"> <li>○ Chapter 28 Employer and Employee Relations</li> <li>○ Chapter 29 Employees' Rights</li> <li>○ Chapter 30 Labor Legislation</li> </ul> </li> <li>• View PowerPoint presentations</li> <li>• Complete Chapter 28 Questions 3-7,9 &amp; 10 Cases 1-4</li> <li>• Complete Chapter 29 Questions 1,4-6,8, 10, &amp; 11 Cases 1,4-8</li> <li>• Complete Chapter 30 Questions 1,7</li> <li>• Complete Chapters 28-30 crossword puzzle</li> <li>• Homework Assignments for <b>Chapters 28/29/30</b> are due by midnight, <b>Tuesday, November 3.</b></li> <li>• <b>Part VI Exam</b> for Chapters 26-30 is due by <b>midnight, Tuesday, November 3.</b></li> </ul>	<p>*6 **a,c</p>
<p><b>Wk 12</b> <b>Nov 4-10</b></p>	<p>Ch 37 Ch 38</p>	<p><b><u>Proctored exam week!!!</u></b></p> <p><b><u>The proctored exam covering parts Parts I, II, III, and IV (chapters 1-8, 13-19) will be given Wednesday, November 4 on the Vidalia Campus, Gillis Building, Room 839 from 2:00 pm until 5:00 p.m. or Thursday, November 5 on the Swainsboro Campus, Building 8, Room 8147 from 2:00 p.m. until 5:00 p.m.</u></b></p> <p>In Angel, go to Course Work, Weekly Assignments, Part VII folder:</p> <ul style="list-style-type: none"> <li>• Read: <ul style="list-style-type: none"> <li>○ Chapter 37 Principles of Insurance</li> <li>○ Chapter 38 Types of Insurance</li> </ul> </li> <li>• View PowerPoint Presentations</li> <li>• Complete Chapter 37 Questions 1, 3-8 Cases 4,6,7, crossword puzzle</li> <li>• Complete Chapter 38 Questions 1,2,5-10 Cases 3 &amp; 5, crossword puzzle</li> <li>• Homework Assignments for <b>Chapters 37/38</b> are due by <b>midnight, Tuesday, November 10.</b></li> </ul>	<p>*7 **a,c</p>

<p><b>Wk 13</b> <b>Nov 11-17</b></p>	<p>Ch 39 Ch 40</p>	<p>In Angel, go to Course Work, Weekly Assignments, Part VII folder:</p> <ul style="list-style-type: none"> <li>• Read: <ul style="list-style-type: none"> <li>○ Chapter 39 Security Devices</li> <li>○ Chapter 40 Bankruptcy</li> </ul> </li> <li>• Complete Chapter 39 Questions 1,2,8</li> <li>• Complete Chapter 40 Questions 1,4,8</li> <li>• Complete Chapters 39 &amp; 40 crossword puzzle</li> <li>• Homework Assignments for <b>Chapters 39/40</b> are due by <b>midnight, Tuesday, November 17.</b></li> <li>• <b>Part VII Exam</b> for Chapters 37-40 is due by <b>midnight, Tuesday, November 17.</b></li> </ul>	<p>*7 **a,c</p>
<p><b>Wk 14</b> <b>Nov 18-24</b></p>	<p>Ch 41 Ch 42</p>	<ul style="list-style-type: none"> <li>• In Angel, go to Course Work, Weekly Assignments, Part VIII folder:</li> <li>• Read: <ul style="list-style-type: none"> <li>○ Chapter 41 Nature of Real Property</li> <li>○ Chapter 42 Transfer of Real Property</li> </ul> </li> <li>• View PowerPoint Presentations</li> <li>• Complete Chapter 41 Questions 1-10 Cases 3,4,6, crossword puzzle</li> <li>• Complete Chapter 42 Questions 1-10 Cases 4 &amp; 7, crossword puzzle</li> <li>• Homework Assignments for <b>Chapters 41/42</b> are due by <b>midnight, Tuesday, November 24.</b></li> </ul>	<p>*5 **a,c</p>
<p><b>Wk 15</b> <b>Nov 25- Dec 3</b></p>	<p>Ch 43 Ch 44</p>	<ul style="list-style-type: none"> <li>• <b>Log in to BANNERWEB and complete course survey</b></li> <li>• In Angel, go to Course Work, Weekly Assignments, Part VIII folder: <ul style="list-style-type: none"> <li>○ Read:Chapter 43 Real Estate Mortgages</li> <li>○ Chapter 44 Landlord and Tenant</li> </ul> </li> <li>• Complete Chapter 43 Questions 1-10 Cases 3,5,8</li> <li>• Complete Chapter 44 Questions 1-10, Cases 1-3</li> <li>• Complete Chapters 43 &amp; 44 crossword puzzle</li> <li>• Homework Assignments for <b>Chapters 43/44</b> are due by <b>midnight, Thursday, December 3. Early submissions are much appreciated!</b></li> <li>• <b>Part VIII Exam</b> for Chapters 41-44 is due by <b>midnight, Thursday, December 4.</b></li> </ul>	<p>*5 ** a,c</p>

\*Competency Areas:

- (1) Legal Ethics
- (2) Legal Processes
- (3) Business Contracts
- (4) Real and Personal Property
- (5) Agency and Employment
- (6) Risk-Bearing Devices
- (7) Uniform Commercial Code

\*\*General Education Competencies:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.



**Discussion Board Topics  
Grading Rubric**

<b>Performance</b>	<b>Exceptional 100</b>	<b>Proficient 90</b>	<b>Satisfactory 80</b>	<b>Limited 70</b>	<b>Poor 60</b>
<b>Grammar/ Spelling</b>	Grammatical and Spelling errors do not exist.	Grammatical and Spelling errors are few and cause no comprehension problems.	Grammatical and Spelling errors cause the reader to reread many parts of the paper.	Grammatical and Spelling errors are frequent. Makes paper confusing to read and comprehend.	Grammatical and Spelling errors are so numerous that the paper is hard or impossible to comprehend.
<b>Posts &amp; Word Count</b>	<ul style="list-style-type: none"> <li>• Posts early to allow others time to read and reply to 4 or more posts</li> <li>• 125 - 150 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts early to allow others time to read and reply to 3 posts</li> <li>• 80 – 124 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 2 posts</li> <li>• 50 – 79 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 1 post</li> <li>• 25-49 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. No replies</li> <li>• 0 – 24 words in main thread</li> </ul>
<b>Scope of Solution</b> <b>NO COPYING AND PASTING FROM WEBSITES.</b> <b>If any information comes from a website it must be cited as a resource.</b>	<ul style="list-style-type: none"> <li>• Content provides a thorough frame of reference for comprehending the solution;</li> <li>• An original solution is provided.</li> <li>• Numerous Resources listed</li> </ul>	<ul style="list-style-type: none"> <li>• Content provides appropriate factual data but is not original or complete to solve problem or topic.</li> <li>• Resources listed</li> </ul>	<ul style="list-style-type: none"> <li>• Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution.</li> <li>• Few resources listed</li> </ul>	<ul style="list-style-type: none"> <li>• Content is not realistic solution to problem or topic.</li> <li>• One resource listed</li> </ul>	<ul style="list-style-type: none"> <li>• Content fails to offer a conscientious solution to selected problem or topic.</li> <li>• No resource listed</li> </ul>
<b>Explanation</b>	All Steps are covered. All Questions are answered correctly.	Most Steps are covered and answered correctly.	Most steps are covered but not answered correctly.	Less than half of the steps are covered and answered correctly.	Less than half of the steps are covered and not answered correctly.