



TENTATIVE—SUBJECT TO CHANGE

ACCT 2140 LEGAL ENVIRONMENT OF BUSINESS

COURSE SYLLABUS

Online

Summer Semester 2019

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 9 weeks

Course Reference Number (CRN): 60078

Preferred Method of Contact: [Lori Sweat \(lsweat@southeasterntech.edu\)](mailto:Lori.Sweat@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Lori L. Sweat

Email Address: [Lori Sweat \(lsweat@southeasterntech.edu\)](mailto:Lori.Sweat@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus/Building 2, Room 2113

Office Hours: 1-4:30 Monday/Thursday

Phone: 478-289-2223

Fax Number: 478-289-2276

Tutoring Hours: By Appointment

Campus/Office Location: Vidalia Campus/Gillis Building, 837

Office Hours: 7:30 am – 5:30 pm Wednesday

Phone: 912-538-3100, extension 2223

Fax Number: 912-538-3106

Tutoring Hours: By Appointment

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

CengageUnlimited Access Card

This includes access to ebook [Law for Business](#), Ashcroft and Ashcroft, Cengage ISBN 978-1-305-65492-1

Choose ONLY ONE (depending upon your needs):

5/9/2019 4:00 PM

Cengage Unlimited Printed Access Card 1 Term Access (4 months)	978-0-357-70003-7
Cengage Unlimited Printed Access Card Multi-Term Access (12 months)	978-0-357-70004-4
Cengage Unlimited Printed Access Card 2 Year Access (24 months)	978-0-357-70005-1

REQUIRED SUPPLIES & SOFTWARE

Students must have reliable internet access as well as access to Microsoft Word to successfully complete this course. Computer labs are available on both campuses for students without home computers and/or internet access.

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 Blackboard nor Georgia Virtual Technical Connection (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.

Students should not share login credentials with others and should change passwords periodically to maintain security.

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.

PREREQUISITE(S)

Program Admission

COURSE OUTLINE

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

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College 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.

STUDENT REQUIREMENTS (ONLINE)

The student is expected to complete all work on the attached lesson plan.

- Within the first three days of class ALL online students must:
 - Complete the Pledge Acknowledgement Quiz in the “Getting Started” link.
 - Complete the Student Introduction in the “Getting Started” link.
 - Complete the Online Orientation Quiz.
 - Send your instructor an STC email stating your intentions to take the course.
- Online students are responsible for checking e-mails and Blackboard announcements DAILY.
- See Technology Access sheet in Blackboard for instructions on logging in to Blackboard, BannerWeb, Student Email, etc.
- Students are responsible for policies and procedures included in the STC Catalog.
- Homework assignments consist of end of the chapter questions, the answers to which must be typed in Microsoft Word and submitted to the appropriate drop box by the date specified on the lesson plan; assignments may be submitted early. Full credit will not be awarded if answers are not clear and complete. Homework assignments will not be graded after the due date resulting in a zero (0).
- Students must participate in five discussion boards during the semester. The discussion boards require case research. Please see the discussion board grading rubric on the last page of this syllabus for discussion board requirements.
- Discussion boards must be completed by the date specified; assignments may be submitted early.
- Discussion boards will not be graded after the due date resulting in a zero (0).
- Tests must be completed by the date specified. Tests are posted for a week; there are no makeup tests, and students who miss a test 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 tests 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 test 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. Check your email for instructor response to a request for a test reset.
- Any zeros recorded will be included in the final score calculation.

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 pm on Monday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 2250 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

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” (Failing 0-59) 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 11:55 pm on Monday 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

ONLINE PROCTORED EVENT WITHDRAWALS

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course

with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. 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 farther 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 in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor 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 by the instructor of the course, 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 on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing).** If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an “F” (Failing) for the course.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, Wednesday, July 17 at 9 am in the Gillis Medical Building, Room 839 and Swainsboro Campus, Thursday, July 17 at 9 am in Building 2, Room 2113.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

ALL assignments must be completed on the specified dates on the attached lesson plan. Ample time is given for completion of all assignments; therefore, **NO ASSIGNMENT WILL BE ACCEPTED LATE.** A grade of zero will be given for any missed assignment. Any zeros recorded will be included in the final score calculation. Refer to Student Requirements section of this syllabus for more details

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. 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.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) 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.

3. 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 third 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.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.

GRADING POLICY

Assessment/Assignment	Percentage
Tests	60%
Proctored Exam	20%
Homework	15%
Discussion Board	5%
	100%

GRADING SCALE

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

Course Number and Name

Summer Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content; Assignments; Tests; Due Dates	Competency Area
<p>Week 1 May 14-20</p>	<p>Part I Chapter 1 Chapter 2 Chapter 3 Chapter 4</p>	<p>In Blackboard (ACCT 2140 Syllabus/Lesson Plan link)</p> <ul style="list-style-type: none"> • Print and read the ACCT 2140 Course Syllabus/Lesson Plan <p>In Blackboard (Getting Started link)</p> <ul style="list-style-type: none"> • Read all of the “<i>Getting Started</i>” Academic Integrity, Attendance Procedure, Online Course Orientation, and Procedure Concerning Academic Dishonesty • Complete the Pledge Acknowledgement Quiz in the “<i>Getting Started</i>” link by 11:55 pm Thursday, May 16. By pledging, you are acknowledging that you understand the requirements of this course. • Complete the Student Introduction in the “<i>Getting Started</i>” link by 11:55 pm Thursday, May 16. • Complete the Online Orientation Quiz by 11:55 pm Thursday, May 16. • Send your instructor an STC email stating your intentions to take the course by 11:55 pm Thursday, May 16. <p>In Blackboard, go to Lessons, Part I folder:</p> <ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Chapter 1 Introduction to Law ○ Chapter 2 Courts & Court Procedures ○ Chapter 3 Business Torts & Crimes ○ Chapter 4 Government Regulation of Business • View PowerPoint Presentations • Complete Chapter 1 Questions 1,2,3,6,8,9 • Complete Chapter 2 Questions 1,2,7,8,9 • Complete Chapter 3 Questions 1,5,10 • Complete Chapter 4 Questions 1,2,3,4 <p>Due by 11:55 pm 5/20:</p> <ul style="list-style-type: none"> • Homework Questions for Chapters 1-4 <p>Part I Test for Chapters 1-4 available 5/20-5/28</p>	<p>1,2 a,c</p>

Date/Week	Chapter/Lesson	Content; Assignments; Tests; Due Dates	Competency Area
Week 2 May 21-28	Part II Chapter 5 Chapter 6 Chapter 7 Chapter 8	In Blackboard, go to Lessons, Part II folder: <ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Chapter 5 Nature and Classes of Contracts ○ Chapter 6 Offer and Acceptance ○ Chapter 7 Capacity to Contract ○ Chapter 8 Consideration • View PowerPoint Presentations • Complete Chapter 5 Questions 1,2,7,10 • Complete Chapter 6 Questions 2,3,5,7 • Complete Chapter 7 Questions 3,4,5,9,10 • Complete Chapter 8 Questions 1,7,10 <p>Note deadline extension because of the Memorial Day Holiday.</p> <p>Due by 11:55 pm 5/28:</p> <ul style="list-style-type: none"> • Homework Questions for Chapters 5-8 • Discussion Board 1 • Part I Test for Chapters 1-4 	3 a,c
Week 3 May 28- June 3	Part II, continued Chapter 9 Chapter 10 Chapter 13	In Blackboard, go to Lessons, Part II folder: <ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Chapter 9 Defective Agreements ○ Chapter 10 Illegal Agreements ○ Chapter 13 Termination of Contracts • View PowerPoint Presentations • Complete Chapter 9 Questions 5,7,8,9 • Complete Chapter 10 Questions 3,6,8 • Complete Chapter 13 Questions 2,3,5,8,12 <p>Due by 11:55 pm 6/3:</p> <ul style="list-style-type: none"> • Homework Questions for Chapters 9-10 & 13 • Discussion Board 2 <p>Part II Test for Chapters 5-10, 13 available 6/3 – 6/10</p>	3 a,c

Date/Week	Chapter/Lesson	Content; Assignments; Tests; Due Dates	Competency Area
Week 4 June 4-10	Part III Chapter 14 Chapter 15	In Blackboard, go to Lessons, Part III folder: <ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Chapter 14 Nature of Personal Property ○ Chapter 15 Special Bailments • View PowerPoint Presentations • Complete Chapter 14 Questions 1-10 • Complete Chapter 15 Questions 4-12 <p>Due by 11:55 pm 6/10:</p> <ul style="list-style-type: none"> • Homework Questions for Chapters 14-15 • Part II Test for Chapters 5-10 & 13 • Discussion Board 3 <p>Part III Test for Chapters 14-15 available 6/10 – 6/17</p>	*4 **a,c
Week 5 June 11-17	Part IV Chapter 16 Chapter 17 Chapter 18 Chapter 19	In Blackboard, go to go to Lessons, Part IV folder: <ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Chapter 16 Sales of Personal Property ○ Chapter 17 Formalities of a Sale ○ Chapter 18 Transfer of Title and Risk in Sales Contracts ○ Chapter 19 Warranties, Product Liability, and Consumer Protection • View PowerPoint Presentations • Complete Chapter 16 Questions 2,3,5,6,8 • Complete Chapter 17 Questions 1-8 • Complete Chapter 18 Questions 5,8,9 • Complete Chapter 19 Questions 1,2,3,4,7,9,12 <p>Due by 11:55 pm 6/17:</p> <ul style="list-style-type: none"> • Homework Questions for Chapters 16-19 • Part III Test for Chapters 14-15 <p>Part IV Test for Chapters 16-19 available 6/17 – 6/24</p>	*4 **a,c

Date/Week	Chapter/Lesson	Content; Assignments; Tests; Due Dates	Competency Area
Week 6 June 18-24	Part V Chapter 20 Chapter 21 Chapter 22 Chapter 23	In Blackboard, go to Lessons, Part V folder: <ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Chapter 20 Nature of Negotiable Instruments ○ Chapter 21 Essentials of Negotiability ○ Chapter 22 Promissory Notes and Drafts ○ Chapter 23 Negotiation and Discharge • View PowerPoint Presentations • Complete Chapter 20 Questions 1,3,4,5,6,10 • Complete Chapter 21 Questions 3,5,9,10 • Complete Chapter 22 Questions 1,2,3,6,10,11 • Complete Chapter 23 Questions 1-7 Due by 11:55 pm 6/24: <ul style="list-style-type: none"> • Homework Questions for 20-23 • Part IV Test for Chapters 16-19 • Discussion Board 4 Part V Test for Chapters 20-23 available 6/24 – 7/8	*6 **a,c
		Students who withdraw on or before Monday, June 24 receive a grade of "W."	
Week 7 June 25- July 8	Part VI Chapter 25 Chapter 26 Chapter 27 Chapter 28	In Blackboard, go to Lessons, Part VI folder: <ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Chapter 25 Nature and Creation of an Agency ○ Chapter 26 Operation and Termination of an Agency ○ Chapter 27 Employer and Employee Relations ○ Chapter 28 Employees' Rights • View PowerPoint Presentations • Complete Chapter 25 Questions 1-10 • Complete Chapter 26 Questions 1,2,3,4,9,10 • Complete Chapter 27 Questions 1,2,7,8 • Complete Chapter 28 Questions 1,4,5,6,9,12 Due by 11:55 pm 7/8: <ul style="list-style-type: none"> • Homework Questions for Chapters 26-28 • Part V Test for Chapters 20-23 • Discussion Board 5 Part VI Test for Chapters 25-28 available 7/8-7/15	*5 **a,c

Date/Week	Chapter/Lesson	Content; Assignments; Tests; Due Dates	Competency Area
Week 8 July 9-15	Part VIII Chapter 35 Chapter 36 Chapter 37 Chapter 38	<p>In Blackboard, go to Lessons, Part VIII folder:</p> <ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Chapter 35 Principles of Insurance ○ Chapter 36 Types of Insurance ○ Chapter 37 Security Devices ○ Chapter 38 Bankruptcy • View PowerPoint Presentations • Complete Chapter 35 Questions 1,4,5,9,10 • Complete Chapter 36 Questions 3,7,8,10 • Complete Chapter 37 Questions 1,4,9 • Complete Chapter 38 Questions 1,5,6 <p>Due by 11:55 pm 7/15:</p> <ul style="list-style-type: none"> • Homework Questions for Chapters 35-38 • Part VI Test for Chapters 25-28 <p>Email instructor at lsweat@southeasterntech.edu by noon Monday, July 15 regarding the date you plan to take the proctored test</p> <p>Part VIII Test for Chapters 35-38 available 7/15-7/22</p>	*6 **a,c

Date/Week	Chapter/Lesson	Content; Assignments; Tests; Due Dates	Competency Area
Week 9 July 16-22	Part IX Chapter 39 Chapter 40 Chapter 41 Chapter 42	<p><u>Proctored exam week!!!</u></p> <p><u>The proctored exam is an objective test covering Chapters 1-10, and 13-15) will be given Wednesday, July 17 on the Vidalia Campus, Gillis Building, Room 839 at 9 am or Thursday, July 18 on the Swainsboro Campus, Building 2, Room 2113 at 9 am.</u></p> <p>In Blackboard, go to Lessons, Part IX folder:</p> <ul style="list-style-type: none"> • Read: <ul style="list-style-type: none"> ○ Chapter 39 Nature of Real Property ○ Chapter 40 Transfer of Real Property ○ Chapter 41 Real Estate Mortgages ○ Chapter 42 Landlord and Tenant • View PowerPoint Presentations • Complete Chapter 39 Questions 1,2,3,4,6,7,8,9,10 • Complete Chapter 40 Questions 1,4,6,7,8 • Complete Chapter 41 Questions 1,5,6,10 • Complete Chapter 42 Questions 8,9,10 <p>Due by 11:55 pm 6/22:</p> <ul style="list-style-type: none"> • Homework Questions for Chapters 39-42 • Part VIII Test for Chapters 35-38 <p>Part IX Test for Chapters 39-42 available 7/18 - 7/25</p>	*4 ** a,c
Week 10 July 23-25		<p>Very Important: Log in to BANNERWEB and complete course survey</p> <p>Part IX Test for Chapters 39-42 is due by 11:55 pm Thursday, July 25.</p>	*5 ** a,c

COMPETENCY AREAS:

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

GENERAL CORE EDUCATIONAL 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 RUBRIC

Criteria Weight	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
Grammar/ Spelling 20%	Student has no spelling, punctuation, and grammar errors (20 Points)	Student has no more than 1 error in spelling, punctuation, and grammar (18 Points)	Student has no more than 2 errors in spelling, punctuation, and grammar (14 Points)	Student has no more than 3 error in spelling, punctuation, and grammar (10 Points)	Student has 4 or more errors in spelling, punctuation, and grammar (0 Points)
Posts 20%	Publishes at least one original post and one reply BEFORE the due date. (20 Points)	Publishes one post and one reply ON the due date. (18 Points)	Publishes one post and no reply (14 Points)	Publishes no post but publishes one reply (10 Points)	Publishes no post or reply (0 Points)
Word Count 20%	125 - 150 words in main thread (Re-stating the case does NOT count in the word count) (20 Points)	80-124 words in main thread (Re-stating the case does NOT count in the word count) (18 Points)	26 – 79 words in main thread (Re-stating the case does NOT count in the word count) (14 Points)	1-25 words in reply (Re-stating the case does NOT count in the word count) (10 Points)	0 words (i.e., no thread) (0 Points)
Summary/Explanation/ Comprehension 20%	Demonstrates clear understanding discussion board topic. Provides a link to case research. (Re-stating the case does NOT demonstrate comprehension) (20 Points)	Demonstrates understanding of discussion board topic. (Re-stating the case does NOT demonstrate comprehension) (18 Points)	Demonstrates minimal understanding discussion board topic. (Re-stating the case does NOT demonstrate comprehension) (14 Points)	Demonstrates poor understanding discussion board topic. (Re-stating the case does NOT demonstrate comprehension) (10 Points)	Demonstrates no understanding of discussion board topic. (Re-stating the case does NOT demonstrate comprehension) (0 Points)

Web Link to Case 20%	Provides a working link to case research performed online. Simply copy/paste the browser address where you found and researched the case. (20 Points)		Provides a link to case research performed online, but the instructor cannot click on it and immediately visit the website where the research was performed. (14 Points)		No link provided for location of case research. (0 Points)
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