

**HOPATCONG BOROUGH SCHOOLS
BUSINESS AND CONSUMER LAW
GRADES 11-12
SEPTEMBER 2008**

TITLE OF COURSE
BUSINESS AND CONSUMER LAW
2008

COURSE DESCRIPTION: (The course description sets the parameters, scope and sequence for the course:

This course will prepare students to understand local, state and federal laws that affect nearly every aspect of our daily lives. It also examines a wide range of laws and legal principles affecting both students and adults. Beginning with the origin of our legal and court systems, students will learn about the laws protecting minors and consumers, as well as regulating business and government. Other topics will include contracts, insurance, real estate, suing or being sued, marriage and divorce, wills, bankruptcy, and employer-employee relationships.

CORE CURRICULUM CONTENT STANDARDS: (Quoted from state document)

Standards and Strands

There are two technological literacy standards, each of which has a number of lettered strands.

The standards and strands include:

8.1 Computer and Information Literacy

A. Basic Computer Tools and Skills

- Keyboarding
- Word processing
- Internet usage
- Spreadsheets
- Database concepts and usage
- Publications and presentations

B. Application of Productivity Tools

- Social Aspects
- Information Access and Research
- Problem Solving

8.2 Technology Education

- A. Nature and Impact of Technology
- B. Design Process and Impact Assessment
- C. Systems in the Designed World

CUMULATIVE PROGRESS INDICATORS: (Quoted from state document)

By the end of Grade 4, students will:

A. Basic Computer Skills and Tools

1. Use basic technology vocabulary.
2. Use basic features of an operating system (e.g., accessing programs, identifying and selecting a printer, finding help).
3. Input and access text and data, using appropriate keyboarding techniques or other input devices.
4. Produce a simple finished document using word processing software.
5. Produce and interpret a simple graph or chart by entering and editing data on a prepared spreadsheet template.
6. Create and present a multimedia presentation using appropriate software.
7. Create and maintain files and folders.
8. Use a graphic organizer.
9. Use basic computer icons.

B. Application of Productivity Tools

Social Aspects

1. Discuss the common uses of computer applications and identify their advantages and disadvantages.
2. Recognize and practice responsible social and ethical behaviors when using technology, and understand the consequences of inappropriate use including:
 - Internet access
 - Copyrighted materials
 - On-line library resources
 - Personal security and safety issues
3. Practice appropriate Internet etiquette.
4. Recognize the ethical and legal implications of plagiarism of copyrighted materials.

Information Access and Research

5. Recognize the need for accessing and using information.
6. Identify and use web browsers, search engines, and directories to obtain information to solve real world problems.
7. Locate specific information by searching a database.
8. Recognize accuracy and/or bias of information.

Problem Solving and Decision Making

9. Solve problems individually and/or collaboratively using computer applications.

10. Identify basic hardware problems and solve simple problems.

Building upon knowledge and skills gained in preceding grades, by the end of Grade 8, students will:

A. Basic Computer Skills and Tools

1. Use appropriate technology vocabulary.
2. Use common features of an operating system (e.g., creating and organizing files and folders).
3. Demonstrate effective input of text and data, using touch keyboarding with proper technique.
4. Input and access data and text efficiently and accurately through proficient use of other input devices, such as a mouse.
5. Create documents with advanced text-formatting and graphics using word processing.
6. Create a file containing customized information by merging documents.
7. Construct a simple spreadsheet, enter data, and interpret the information.
8. Design and produce a basic multimedia project.
9. Plan and create a simple database, define fields, input data, and produce a report using sort and query.
10. Use network resources for storing and retrieving data.
11. Choose appropriate electronic graphic organizers to create, construct, or design a document.
12. Create, organize and manipulate shortcuts.

B. Application of Productivity Tools

Social Aspects

1. Demonstrate an understanding of how changes in technology impact the workplace and society.
2. Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of misuse.
3. Explain the purpose of an Acceptable Use Policy and the consequences of inappropriate use of technology.
4. Describe and practice safe Internet usage.
5. Describe and practice “etiquette” when using the Internet and electronic mail.

Information Access and Research

6. Choose appropriate tools and information resources to support research and solve real world problems, including but not limited to:
 - On-line resources and databases
 - Search engines and subject directories
7. Evaluate the accuracy, relevance, and appropriateness of print and non-print electronic

information sources.

Problem Solving and Decision Making

8. Use computer applications to modify information independently and/or collaboratively to solve problems.
9. Identify basic hardware problems and demonstrate the ability to solve common problems.
10. Determine when technology tools are appropriate to solve a problem and make a decision.

Building upon knowledge and skills gained in preceding grades, by the end of Grade 12, students will:

A. Basic Computer Skills and Tools

1. Create a multi-page document with citations using word processing software in conjunction with other tools that demonstrates the ability to format, edit, and print. Create documents including a resume and a business letter using professional format.
3. Construct a spreadsheet, enter data, use mathematical or logical functions to manipulate and process data, generate charts and graphs, and interpret the results.
4. Given a database, define fields, input data from multiple records, produce a report using sort and query, and interpret the data.
5. Produce a multimedia project using text, graphics, moving images, and sound.
6. Produce and edit page layouts in different formats using desktop publishing and graphics software.
7. Develop a document or file for inclusion into a website or web page.
8. Discuss and/or demonstrate the capability of emerging technologies and software in the creation of documents or files.
9. Merge information from one document to another.

B. Application of Productivity Tools

Social Aspects

1. Describe the potential and implications of contemporary and emerging computer applications for personal, social, lifelong learning, and workplace needs.
2. Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of misuse.
3. Make informed choices among technology systems, resources, and services in a variety of contexts.
4. Use appropriate language when communicating with diverse audiences using computer and information literacy.

Information Access and Research

5. Select and use specialized databases for advanced research to solve real world problems.
6. Identify new technologies and other organizational tools to use in personal, home, and/or work environments for information retrieval, entry, and presentation.
7. Evaluate information sources for accuracy, relevance, and appropriateness.
8. Compose, send, and organize e-mail messages with and without attachments.

Problem-Solving and Decision Making

9. Create and manipulate information, independently and/or collaboratively, to solve problems and design and develop products.
10. Identify, diagnose, and suggest solutions for non-functioning technology systems.
11. Identify a problem in a content area and formulate a strategy to solve the problem using brainstorming, flowcharting, and appropriate resources.
12. Integrate new information into an existing knowledge base and communicate the results in a project or presentation.

SUGGESTED ACTIVITIES THAT ADDRESS THESE STANDARDS MAY INCLUDE BUT ARE NOT LIMITED TO: (Arrange by standard)

UNIT 1

LAW, JUSTICE, AND YOU

- Chapter 1 - The Shield of the Constitution
- Chapter 2 - Ethics in Our Law
- Chapter 3 - Kinds of Law
- Chapter 4 - Enforcing the Law
- Chapter 5 - Crimes
- Chapter 6 - Torts

Special Section: Pressing issue: Environmental Law

UNIT 2

SPECIAL LAWS FOR SPECIAL GROUPS

- Chapter 7 - Laws for Minors
- Chapter 8 - Law for Families
- Chapter 9 - Laws for Consumers

Special Section: Careers in Law

UNIT 3

CONTRACTS: MAKING BINDING AGREEMENTS

- Chapter 10 - Offer and Acceptance
- Chapter 11 - Mutual Consideration
- Chapter 12 - Void and Voidable Agreements
- Chapter 13 - Proper Form
- Chapter 14 - Ending Contractual Obligation
- Chapter 15 - Remedies for Breach of Contracts

Special Section: International Business Law

UNIT 4

CONTRACTS: BUYING AND SELLING GOODS

Chapter 16 - The Sales Contract
Chapter 17 - Ethics in Our Law
Chapter 18 - Defective Products

Special Section: Choosing an Attorney

UNIT 5

USING CREDIT

Chapter 19 - Debts and Bankruptcy
Chapter 20 - Collateral and Repossessions

Special Section: How and When to Be Your Own Attorney

UNIT 6

WORKING FOR OTHERS

Chapter 21 - Employment Contracts
Chapter 22 - Unions
Chapter 23 - Employment Discrimination
Chapter 24 - Employee injuries
Chapter 25 - Agents

Special Section: Dealing With an Attorney

UNIT 7

PROPERTY LAWS

Chapter 26 - Personal Property
Chapter 27 - Bailment's
Chapter 28 - Kinds of Law
Chapter 29 - Landlord and Tenant

Special Section: Computer Law

UNIT 8

CHECKS AND OTHER COMMERCIAL PAPER

Chapter 30 - Nature and Kinds of Commercial Paper
Chapter 31 - Negotiability
Chapter 32 - Rights and Defense of Holders

Special Section: How to Litigate in Small Claims Court

UNIT 9

PROTECTING AGAINST LOSS

- Chapter 33 - Nature and Kinds of Insurance
- Chapter 34 - Property and Casualty Insurance
- Chapter 35 - Automobile Insurance
- Chapter 36 - Life Insurance and Social Insurance

Special Section: How to Become an Attorney

UNIT 10

BUSINESS ORGANIZATIONS

- Chapter 37 - Sole Proprietorships and partnerships
- Chapter 38 - Corporations

Special Section: Rules of Professional Conduct and Discipline for Attorneys

INSTRUCTIONAL STRATEGIES:

Business and Consumer Law will prepare students to understand local, state and federal laws that affect nearly every aspect of our daily lives. It also examines a wide range of laws and legal principles affecting both students and adults. Beginning with the origin of our legal and court systems, students will learn about the laws protecting minors and consumers, as well as regulating business and government. Other topics will include contracts, insurance, real estate, suing or being sued, marriage and divorce, wills, bankruptcy, and employer-employee relationships.

Unit Overview sections provide an comprehensive, at-a-glance overview of each unit. Each overview summarizes the content and points of business law covered in subsequent chapters, providing a focus for classroom instruction.

Portfolio Assessment opportunity related to the content of each unit provides a cumulative and comprehensive vehicle for assessing student performance. Based on a Focus, select, collect, and save format, these activities allow document collection evidence of students' in the areas of literacy development, thinking skills and extension and application of content knowledge. Writing assignments range from letters and essays on business law topics at the beginning of the year, to more complex formats, such as contract, speeches, and handbooks.

Chapter Interleaf Sections Facilitate Planning, Conducting, and Assessing Lessons. Directed study questions parallel the key section topics and provide a focus for classroom instruction. Re-teach and enrich opportunities are springboards for informal, daily assessment opportunities. Six special features writing connections, ethics issue, personal perspectives, multicultural highlights, thinking critically through visuals, and preventing legal difficulties extend instruction in each chapter to other content areas and integrate additional topics of relevance and interest into business law class.

Teaching materials application program resources, outside materials, and format assessment opportunities for each chapter of instruction. Media icons integrate technology and multimedia into the classroom from computers to publisher supplied transparency masters and outlines, videotapes, and videodisc resources.

Ethic issues, questions are integrated throughout each chapter, encouraging students to think ethically about the implication and consequences of legal decisions. Vocabulary terms and corresponding page references to the student text are identifies for each boldface vocabulary word in each chapter.

EVALUATION/ASSESSMENT OF STUDENTS:

1. Important Terms/Vocabulary
2. Discussion and Review Questions
3. Internet Exercise & Resources
4. Outside Resources
5. Study Guide
6. Tests
7. Quizzes
8. Transparencies
9. Web Quests
10. Internet Projects
11. PowerPoint projects
12. Work Sheets/Book
13. Speakers/attorney
14. Rubric

EVALUATION/ASSESSMENT OF CURRICULUM:

This course of study will be evaluated/assessed by instructional staff during the first year of implementation for the purpose of necessary revision at the end of the first year. In addition, this course of study will be reviewed according to the Five-Year Curriculum Review schedule (see attached).

RESOURCES/BIBLIOGRAPHY:

Mietus Norbert, Adamson John, and Conry Edward (1995). Law for Business, South-Western Publishing Co. Cincinnati, Ohio. (text).

Mietus Norbert, Adamson John, and Conry Edward (1995). Law for Business, South-Western Publishing Co. Cincinnati, Ohio. (workbook).