



Course Code:	2007GIR
Course Name:	Legal Issues for Managers
Trimester:	Trimester 2, 2018
Program:	Associate Degree in Commerce & Business
Credit Points:	10
Course Coordinator:	Mark Magner
Document modified:	14 June 2018

### Teaching Team

Your lecturer/tutor can be contacted via the email system on the portal.

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### Staff Consultation

Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the Griffith College Portal under the “myTimetable” link.

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### Prerequisites

There are no prerequisites for this course

## Brief Course Description

Legal Issues for Managers is a 10 Credit Point course within the Associate Degree in Commerce and Business. The course is situated within the second year of the program. The Associate Degree in Commerce and Business is designed to provide students with a pathway to:

- further university studies in Commerce, Business and related degrees or
- direct employment

This course is designed to introduce students to the legal system and key aspects of business law that students are likely to encounter in their professional lives, especially as managers. In particular it examines the role of law and the courts, the decision-making process of the courts, the key features of the law of contract, the law relating to business associations (including agency relationships, business structures and corporations law) and employment law (including negligence, anti-discrimination law and sexual harassment).

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## Rationale

All managers should be familiar with the Australian legal environment in which they will be conducting business. This course addresses specific legal issues that relate to business, such as contract law, tort law and employment law. These issues are pertinent regardless of which field of business students may choose to major in.

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## Aims

The purpose of this course is to provide students with a basic understanding of the legal system and the types of legal problems that can arise in commercial management practice.

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## Learning Outcomes

Upon successful completion of this course you will be able to:

1. Demonstrate a basic understanding of the legal environment in which commercial businesses operate, the law of contract and tort, the law of business associations and the legal obligations of managers, particularly as they relate to the employment of staff; and
2. analyse problems and apply the relevant legislation and case law to practical situations that may arise for managers in the workplace.
3. identify and describe the primary sources of law in Australia;
4. identify and analyse the relevant legal issues in relation to legal hypothetical problems;
5. identify the material facts in a case, identify and apply the relevant law to those facts and reach a valid conclusion; and
6. Understand the ethical implications and requirements arising in legal issues and identify appropriate ways of addressing them.

## Texts and Supporting Materials

Course resources including lecture notes and supplementary resources will be available for downloading from the course notes section of the Griffith College portal.

### **Required Text:**

Turner, C., et al, (2017) Business Law for Managers (4th edition), Thompson Reuters, NSW.

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## Organisation and Teaching Strategies

Each week, you are required to attend a two hour lecture and then the lecture material will be considered using practical examples in the following week's two-hour tutorial and workshop session.

During the **lectures** you will be presented with an overview of the substantive material for the course, an understanding of the links between topics and explanation of the rationale for each topic.

Attendance in lectures is compulsory - students must attend every lecture for the full two hours every week if they wish to pass this course.

The **tutorial and workshop sessions** will provide you with an opportunity to discuss the material covered in the topic from the previous week in more detail and to develop a range of skills that will support learning objectives and foster certain generic skills that are helpful to your professional development. Legal analysis skills will be taught so that you will be able to answer legal hypotheticals and discussion questions. Since you will be assessed on the same skills in some assessment items, attending and actively participating in tutorials will assist you in completing the course. Attendance is compulsory.

**Workshop** sessions will provide you with the opportunity to develop a range of skills that will support learning objectives and foster certain generic skills that are helpful to your professional development.

Attendance in the tutorial and workshop sessions is compulsory - students must attend every tutorial/workshop session for the full two hours every week if they wish to pass this course.

This course will require you to devote time and focus to your studies.

Studying the Law will be different from other courses you have studied so far. Most students find legal language and concepts difficult to understand at first.

However, after a few weeks of attending the lectures and tutorial and workshop sessions, reading the textbook and practicing problems, it does become easier. The textbook is written in a simple and concise style with many examples. The modules provide additional material to guide you in your study.

**Attendance:**

You are expected to attend all classes throughout the semester. Your attendance in class will be marked twice each week; the first time during the two hour lecture; and the second time during the two-hour tutorial and workshop sessions.

You must attend the two hour lecture and the two hour tutorial and workshop session each week to receive your full record of attendance.

**Program Progression:**

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 with passing grades achieved in more than 50% of courses in any semester [please see Griffith College Policy Library - Program Progression Policy - for more information].

**Lecture Notes & Course Materials:**

Each week you will be required to download, print and bring with you to the lecture a copy of the relevant lecture slides and any other relevant reading materials for that week.

Each week you will also be expected to have attempted the necessary pre-reading and preparation for lectures and tutorial/workshops for that week.

Each week you will also be expected to prepare and contribute to the tutorial/workshops for that week, to respond to questions from your teacher and to ask questions of your teachers about the tutorial/workshop material.

Do not bring or rely on copies of lecture slides, reading materials or tutorial/workshops from previous semesters - they may be wrong, as the law often changes and this means answers may also change.

**Independent Study**

You are **STRONGLY** expected to reinforce your learning gained during class time by undertaking sufficient independent study. For this 10 CP course, you **MUST** spend at least 10 hours per week engaged in activities that will help your learning and fulfil the course objectives.

This means that, provided you have fully utilised the 2 hours per week of lectures and the 2 hours of tutorial/workshops, you **MUST** then complete a further 6 hours per week of independent study towards this course.

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## Content Schedule

A summary of each area of law is set out in the table below. Weekly lecture slides and tutorial questions will be posted on the Griffith College Student Portal under course notes through-out the semester.

### *Weekly Teaching Schedule*

<b>Week</b>	<b>Topic</b>	<b>Activity</b>	<b>Readings</b>
1	Sources of law, doctrine of precedent and Statutory interpretation and ILAC	Lecture	Course Outline & PT 1 Text
	Expectations in this Course - Non Assessable Tutorial/Workshop	Tutorial	Note: this introductory tutorial/workshop in Week 1 is not assessable - however students are still required to attend both the Lecture and the Tutorial/Workshop in Week 1
	Expectations in this Course - Non Assessable Tutorial/Workshop	Workshop	
2	Continuation of sources of law, doctrine of precedent and statutory interpretation	Lecture	PT 1 Text
	Sources of law and the doctrine of precedent - Assessable Tutorial/Workshop 1	Tutorial	
	Sources of law and the doctrine of precedent - Assessable Tutorial/Workshop 1	Workshop	
3	The Law of Contract - Essential elements of contract	Lecture	PT 2 Text
	Case analysis and statutory interpretation - Assessable Tutorial/Workshop 2	Tutorial	
	Case analysis and statutory interpretation - Assessable Tutorial/Workshop 2	Workshop	
4	The Law of Contract - Essential elements of contract	Lecture	PT 2 Text
	Essential elements of contract - Assessable Tutorial/Workshop 3	Tutorial	
	Essential elements of contract - Assessable Tutorial/Workshop 3	Workshop	
5	The Law of Contract - Essential elements of contract	Lecture	PT 2 Text
	Essential elements of contract - Assessable Tutorial/Workshop 4	Tutorial	
	Essential elements of contract - Assessable Tutorial/Workshop 4	Workshop	

6	Consumer Protection Law	Lecture	PT 3 Text pp. 249-324
	Essential elements of contract - Assessable Tutorial/Workshop 5	Tutorial	
	Essential elements of contract - Assessable Tutorial/Workshop 5	Workshop	
7	Business Ethics, Mid course review and Mid Exam preparation	Lecture	PT 6 Text pp. 431-448; Review all readings for Mid-Semester Exam
	Consumer Protection Law - Assessable Tutorial/Workshop 6	Tutorial	
	Consumer Protection Law - Assessable Tutorial/Workshop 6	Workshop	
8	The Law of Business Associations - Agency and Business Structures	Lecture	PT 5 pp.367-397
	Business Ethics - Assessable Tutorial/Workshop 7	Tutorial/Workshop	
9	The Law of Business Associations – Companies Law	Lecture	PT 5 pp.399-429
	Agency and Business Structures - Assessable Tutorial/Workshop 8 Assessable Hand-In Assignment 1	Tutorial/Workshop	
10	Legal Obligations of Managers - Anti-Discrimination Law	Lecture	PT 7 pp 487-516
	Companies law - Assessable Tutorial/Workshop 9	Tutorial	
	Assessable Hand-In Assignment 2	Workshop	
11	Legal Obligations of Managers - Employment Law	Lecture	PT 7 pp 451-486
	Anti-Discrimination law - Assessable Tutorial/Workshop 10	Tutorial	
	Assessable Hand-In Assignment 3	Workshop	
12	Course review and exam prep	Lecture	Review all readings for Final Exam
	Employment law - Non-Assessable Tutorial/Workshop 11	Tutorial	
	Employment law - Non-Assessable Tutorial/Workshop 11	Workshop	

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## Assessment

This section sets out the assessment requirements for this course.

### *Summary of Assessment*

Item	Assessment Task	Weighting	Relevant Learning Outcomes	Due Date
1	Weekly Tutorial/Workshop Homework Check (10 tutorials x 1 mark per tutorial)	10%	1-4	Weeks 2-8, 9-12
2	In-Class Quiz	15%	1,2,5	Week 6
3	Mid-Semester Exam	15%	1,2,5	Week 9
4	Hand-In Assignments	15%	1,2,5	Week 9,10,11
5	End of semester exam	45%	1-5	Exam Period

### *Assessment Details*

You will be required to complete the following assessment items throughout the course:

**1. Weekly Tutorial/Workshop Homework Check:** (1% each x 10 = Total 10%)

The first period for the Weekly Tutorial/Workshop Homework Check will start with assessable Tutorial/Workshop 1 which is due in Week 2, and end with assessable Tutorial/Workshop 7 which is due in Week 8.

There will be NO Weekly Tutorial Homework Check in week 8.

The second period for the Weekly Tutorial/Workshop Homework Check will start with assessable Tutorial/Workshop 8 which is due in Week 9, and end with assessable Tutorial/Workshop 10 which is due in Week 11.

Students: Even though Tutorial/Workshop 11 in Week 12 is not assessable, you must prepare answers for Tutorial/Workshop 11 as this material may be examined in the Final Exam.

The assessable tutorials will run one week behind the lectures. The process is that you will have the weekly lecture, then the following week you will be required to present your tutorial work from the previous week's lecture.

During tutorial/workshop sessions we will discuss the tutorial/workshop problems in the form

of a hypothetical fact situation, where you will be asked to advise X or Y, and to identify and explain legal arguments and remedies which are available. These questions will be discussed in class with emphasis placed on a legal solution, and with a clear identification of relevant legal principles.

You are expected to participate in the tutorial/workshop discussion and to demonstrate that you have adequately prepared for each of your tutorial sessions by completing the prescribed readings relevant to each tutorial/workshop and preparing answers to all tutorial questions every week.

Your tutorial/workshop answers are required to be typed. They also must have your name, student ID and tutorial time clearly visible. Answers to ILAC questions should be written in the format of Issues, Law, Application and Conclusion.

The ten assessable Weekly Tutorial/Workshop Homework Check answers will be assessed on a 'genuine attempt' basis and marked by your tutor in the tutorial/workshop.

- If you submit a complete (genuine attempt) set of answers you will receive 1 mark for the first seven tutes per tutorial week.
- If you do not submit a genuine attempt at the answers then you will receive 0 for that week's tutorial questions.

All submissions must be made in the respective tutorial. No marks will be given for any submissions that are not made in the tutorial/workshop or for any student who does not attend the tutorial/workshop. You will not be considered for a tutorial/workshop homework mark unless you provide a doctors certificate or appropriate documentation.

There are no marks for merely attending tutorial/workshops.

You are strongly advised that Academic Misconduct rules apply to the Weekly Tutorial Homework Check. There are no group or collective homework assignments in this course and as such assessment must be completed individually. Please read the information about Academic Misconduct at the end of this course outline.

## **2. In-Class Quiz: (15%)**

The In-Class Quiz will be held in Week 6. The In-Class Quiz provides you with the opportunity to demonstrate your understanding of the material covered from Week 1 up to and including Week 5 and to assess your progress in the course.

It is worth 15% and consists of 15 multiple choice questions.

The In-Class Quiz will be open book. This means that textbooks and written materials will be permitted in the exam, but not electronic devices or library books. Translation dictionaries will be permitted but only if they are in hardcopy book form and not electronic form.

## **3. Hand-In Assignments: (5% each x 3 = 15%)**

As well as the 1 mark per tutorial given for making a "genuine attempt" at the tutorial homework questions there will also be three hand-in assignments which will be the tutorial questions for the tutorials in weeks 9, 10 and 11.

Each of the three "Hand-In Assessments" is worth 5%, amounting to 15% of the total



assessment.

All of the tutorial questions in those weeks, including the ILAC questions in those weeks, will be assessable for the 5% mark. The answers you provide for the Hand-In Assignments will be assessed as to the correctness of all of your answers to all of the questions, not merely genuine attempt, and as to answering of the ILAC questions.

All submissions must be made in the respective tutorial and must be typed.

The Hand-In Assignments will be taken up by your tutor in the tutorial/workshop and returned to you no later than 14 days with appropriate comments designed to assist you in regard to enhancing your ability to come to terms with legal problems and their resolution.

All Hand-In Assignments must be submitted in the respective tutorial. No marks will be given for any Hand-In Assignments that are not made in the tutorial/workshop or for any student who does not attend the tutorial/workshop. You will not be considered for a Hand-In Assignment mark unless you provide a doctors certificate or appropriate documentation.

There are no marks for merely attending tutorial/workshops.

You are strongly advised that Academic Misconduct rules apply to the Weekly Tutorial Homework Check.

The Hand-In Assignments are marked as to the quality / correctness of the answers. Each Hand-In will be worth 5 marks toward your overall assessment. There are no group or collective homework assignments in this course and as such assessment must be completed individually. Please read the information about Academic Misconduct at the end of this course outline.

#### **4. Mid-Semester Exam: (30%)**

The Mid-Semester Examination will be held in Week 9. The mid-semester exam provides you with the opportunity to demonstrate your understanding of the material covered from Week 6 up to and including Week 8 and to assess your progress in the course.

It is worth 15% and consists of 15 multiple choice questions.

The Mid-Semester exam will be open book. This means that textbooks and written materials will be permitted in the exam, but not electronic devices or library books. Translation dictionaries will be permitted but only if they are in hardcopy book form and not electronic form.

#### **5. End of Semester Examination: (45%)**

The End of Semester Examination will be held in Week 13. The End of Semester Examination is designed to assess your ability the skills and knowledge gained during the course with respect to specific areas of law, as well as your ability to take a wider view of legal problems under time pressure. The questions will be drawn from lecture and tutorial materials provided from Week 8 to Week 12.

It is worth 45% and may consist of ILAC hypotheticals and/or multiple choice and/or short answer or short essay questions and will assess materials and skills covered during the

semester.

The End of Semester Examination will be open book. This means that textbooks and written materials will be permitted in the exam, but not electronic devices or library books.

Translation dictionaries will be permitted but only if they are in hardcopy book form and not electronic form.

#### *Submission and Return of Assessment Items*

Normally you will be able to collect your assignments in class within fourteen [14] days of the due date for submission of the assignment.

#### *Retention of Originals*

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

#### *Extensions*

To apply for an extension of time for an assignment, you must submit an Application for Extension of Assignment form to your teacher at least 24 hours before the date the assignment is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. Griffith College Medical Certificate]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

#### *Assessment Feedback*

Marks awarded for in-trimester assessment items, except those being moderated externally with Griffith University, will be available on the Student Portal within fourteen [14] days of the due date. This does not apply to the final assessment item in this course (marks for this item will be provided with the final course result).

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## Generic Skills

Griffith College aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

Generic Skills	Taught	Practised	Assessed
Written Communication	Yes	Yes	Yes
Oral Communication	Yes	Yes	
Information Literacy	Yes	Yes	Yes
Secondary Research		Yes	

Critical and Innovative Thinking		Yes	Yes
Academic Integrity		Yes	Yes
Self Directed Learning		Yes	Yes
Team Work		Yes	
Cultural Intelligence		Yes	
English Language Proficiency		Yes	

Additional Course Generic Skills

Specific Skills	Taught	Practised	Assessed
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### Additional Course Information

In addition to formal contact hours, you are provided with extra support through individual consultation with teaching staff, tutorials in English language, and self-access computer laboratories.

### Teacher and Course Evaluations

A recent assessment initiative trialled in 2007PPP is structured tutorial homework submissions and Hand-In assignments. The initiative was designed to increase student engagement with course work and student's performance ability. Students have commented that they prefer this initiative, rather than have two pieces of assessment, a Mid-Semester and Final Exam. The Hand-In assignments in the second half of the semester are also great practice for the hypothetical ILAC questions in the Final Exam.

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### Academic Integrity

Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which

penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

Please ensure that you are familiar with the [Griffith College Academic Integrity Policy](#); this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Academic Integrity Policy on the Griffith College website – Policy Library.

*Risk Assessment Statement*

There are no out of the ordinary risks associated with this course.

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