



1. General Course Information

1.1 Course Details

Course Code:	2105AFE
Course Name:	Introduction to Business Law
Trimester:	Trimester 1, 2020
Program:	Associate Degree in Commerce & Business
Credit Points:	10
Course Coordinator:	Mark Magner
Document modified:	10 January 2020

Course Description

Assumed Knowledge

1.2 Teaching Team

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

Name	Email
Mark Magner	mark.magner@staff.griffithcollege.edu.au

1.3 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 "Support and Services/Teacher Consultation Times" link.

1.4 Timetable

Your timetable is available on the Griffith College Portal at Class Timetable in Student and Services.

1.5 Technical Specifications

All students must have access to a computer or suitable mobile device.

2. Aims, Outcomes & Generic Skills

2.1 Course Aims

This course aims to provide students with:

1. An overview of the Australian courts and the legal system;
2. A working knowledge of contract law, the tort of negligence, consumer protection, company law, anti-discrimination law, employment law and partnership law;
3. The skills necessary to answer legal problems in contract law, the tort of negligence, consumer protection, company law, anti-discrimination law, employment law and partnership law;
4. The foundational knowledge to proceed with future law courses such as Company Law, Law of Finance and Revenue Law Theory and Policy.

2.2 Learning Outcomes

After successfully completing this course you should be able to:

1. Identify the various components of the Australian legal system;
2. Interpret the key principles related to several broad areas of law within the Australian legal environment;
3. Apply your knowledge to answer complex legal problems through written communication.

2.3 Generic skills

For further details on the Generic Skills please refer to the Graduate Generic Skills and Capabilities policy.

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 and Capabilities	Taught	Practised	Assessed
Acquisition of discipline knowledge and skills with critical judgement	Yes	Yes	Yes
Communication and collaboration	Yes	Yes	Yes
Self-directed and active learning	Yes	Yes	Yes
Creative and future thinking		Yes	
Social responsibility and ethical awareness	Yes	Yes	
Cultural competence and awareness in a culturally diverse environment		Yes	

3. Learning Resources

3.1 Required Resources

French, B. (ed) (2018) *Business Law in Practice*, Thomson Reuters: Australia. ISBN: 9780455243801

We strongly recommend that students purchase a copy of this edition of the textbook before the beginning of Week 1

All course material such as tutorial questions, lecture notes and course announcements will be made available through the course notes section of the Griffith College portal.

You will be required to use the web to access the education content necessary for study within this course and in order to communicate with staff via e-mail.

3.2 Recommended Resources

3.3 College Support Services and Learning Resources

The College provides many facilities and support services to assist students in their studies. Links to information about College support resources that are available to students are included below for easy reference.

[Digital Library](#) – Databases to which Griffith College students have access to through the Griffith Library Databases.

MyStudy – there is a dedicated website for this course via MyStudy on the Griffith College Portal.

[Academic Integrity Tutorial](#) - this tutorial helps students to understand what academic integrity is and why it matters. You will be able to identify types of breaches of academic integrity, understand what skills you will need in order to maintain academic integrity, and learn about the processes of referencing styles.

Services and Support provides a range of services to support students throughout their studies including personal support such as Counselling; Academic support; and Welfare support.

Jobs and Employment in the [Student Hub](#) can assist students with career direction, resume and interview preparation, job search tips, and more.

[IT Support](#) provides details of accessing support, information on s numbers and internet access and computer lab rules.

3.4 Other Learning Information

Attendance

You are expected to attend all lectures and tutorials and to actively engage in learning during these sessions. You are expected to bring all necessary learning resources to class such as the required textbook and /or Workbook. In addition, you may BYOD (bring your own device) to class such as a laptop or tablet. This is not a requirement as computer lab facilities are available on campus, however, the use of such devices in the classroom is encouraged with appropriate and considerate use principles being a priority.

Preparation and Participation in Class

In order to enhance learning, prepare before lectures and tutorials. Read the relevant section of your text book before a lecture, and for a tutorial read both the textbook and the relevant lecture notes. If you have been given tutorial exercises, make sure you complete them. Active participation in lectures and tutorials will improve your learning. Ask questions when something is unclear or when you want to bring some issue to your lecturer or tutor's attention; respond to questions to test your knowledge and engage in discussion to help yourself and others learn.

Consultation Sessions

Teachers offer extra time each week to assist students outside the classroom. This is known as 'consultation time.' You may seek assistance from your teacher on email or in person according to how the teacher has explained this to the class. Attendance during consultation time is optional but you are encouraged to use this extra help to improve your learning outcomes.

Course Materials

Lecture notes will be made available to you in MyStudy on the Griffith College Portal and you are advised to either print these out and bring them to each class so that extra notes can be added or BYOD (bring your own device) and add extra notes digitally.

Self-Directed Learning

You will be expected to learn independently. This means you must organise and learn the course content even when you are not specifically asked to do so by your lecturer or tutor. This involves revising the weekly course material. It also means you will need to find additional information for some assessment items beyond that given to you in textbooks and lecture notes, and to construct your own response to a question or topic. All of this requires careful planning of your time. Expect to spend, on average, at least 10 hours per week including class time for each of your courses.

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 [please see Griffith College Policy Library - Program Progression Policy - for more information].

Teacher and course Evaluation

Your feedback is respected and valued by your lecturers and tutors. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your lecturer and tutor or by completing course and lecturer evaluations via Griffith College's evaluation tool whenever these are available.

4. Learning and Teaching Activities

4.1 Weekly Learning Activities

Week	Topic	Activity	Readings	Learning Outcomes
1	What is Law? Rules of Statutory Interpretation Ethics and the Law Distinction between Common Law and Equity Hierarchy of Courts and Tribunals Doctrine of Precedent	Lecture	Ch 1	1
	Expectations in this course (non-assessable tutorial/workshop that goes through the Course Outline, assessment items and course expectations)	Workshop	Course Outline; 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)	1
2	Contract Part 1: What are the Contract Needs for Business? Essential Elements of a Contract	Lecture	Chs 7 - 9	2, 3
	Assessable Tutorial/Workshop1: What is Law? Rules of Statutory Interpretation Ethics and the Law Distinction between Common Law and Equity	Workshop	Text and Lecture Slides	2, 3
3	Contract Part 2: How is the Contract Interpreted? Essential Elements of a Contract (cont'd)	Lecture	Chs 10 – 13	2, 3
	Assessable Tutorial/Workshop 2: What are the Contract Needs for Business? Essential Elements of a Contract	Workshop	Text and Lecture Slides	2, 3
4	Contract Part 3: Ending the Contract Essential Elements of a Contract (cont'd)	Lecture	Chs 14 – 16	2, 3
	Assessable Tutorial/Workshop 3: How is the Contract Interpreted? Essential Elements of a Contract	Workshop	Text and Lecture Slides	2, 3
5	The Law of Torts and Negligence	Lecture	Lecture Slides	2, 3
	Assessable Tutorial/Workshop 4: Ending the Contract Essential Elements of a Contract (cont'd)	Workshop	Lecture Slides	2, 3
6	The Law of Torts and Negligence (cont'd)	Lecture	Lecture Slides	2, 3
	Assessable Tutorial/Workshop 5: The Law of Torts and Negligence	Workshop	Lecture Slides	2, 3
7	Partnership and Agency Law: Partnership, Agency, Sole Traders and Joint Ventures (Tested on Final Exam)	Lecture	Chs 19 & 21	2, 3
	The Law of Torts and Negligence (cont'd)	Workshop	Lecture Slides	2, 3

8	Consumer Protection Australian Consumer Law (Tested on Final Exam)	Lecture	Chs 17 & 18	2, 3
	Assessable Tutorial/Workshop 7: Partnership and Agency Law: Partnership, Agency, Sole Traders and Joint Ventures	Workshop	Text and Lecture Slides	2, 3
9	Corporations (Company) Law Fundamental Legal Concepts of Business Structures Business Relationships – Corporations Law	Lecture	Ch 20	2, 3
	Tutorial/Workshop 8 - Assessable Hand-In Assignment 1: Consumer Protection Australian Consumer Law	Workshop	Chs 17 & 18	2, 3
10	Anti-Discrimination Law: Australian Anti-Discrimination Law	Lecture	Lecture Slides	2, 3
	Tutorial/Workshop 9 - Assessable Hand-In Assignment 2 Corporations (Company) Law Fundamental Legal Concepts of Business Structures Business Relationships – Corporations Law	Workshop	Ch 20	2, 3
11	Australian Employment Law: The Law of Employment	Lecture	Ch 34	2, 3
	Tutorial/Workshop 10 - Assessable Hand-In Assignment 3 Anti-Discrimination Law: Australian Anti-Discrimination Law	Workshop	Lecture Slides	2, 3
12	Final Exam Preparation and Revision	Lecture	Revision for Final Exam	2, 3
	Tutorial/Workshop 11 - Assessable Hand-In Assignment 4 Australian Employment Law: The Law of Employment	Workshop	Ch 34	2, 3

5. Assessment Plan

5.1 Assessment Summary

Item	Assessment Task	Weighting	Learning Outcomes	Due Date
1	Weekly tutorial homework check (2 marks per tutorial for 7 tutorial weeks)	14%	1-4	Weeks 2-7 (genuine attempt)
2	In-Class Quiz (15 multiple choice questions worth 1 mark each)	15%	1,2,3	Week 6
3	Hand-in assignments	16%	1-4	Weeks 10,11,12
4	Mid Trimester Exam (15 multiple choice questions worth 1 mark each)	15%	1,2,3	Week 9
5	End of Trimester Exam (Short answer and/or Narrative ILAC answers)	40%	2,3,4	Exam Period

5.2 Assessment Detail

1. Weekly Tutorial Homework Check 2% each x 7 = Total 14%

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

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 weeks 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/workshop 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 number and tutorial time clearly visible. Answers to ILAC questions should be written in the format of Issues, Law, Application, and Conclusion.

* The seven 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 2 marks for the first six 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 assignment 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. It is worth 15% and consists of 15 multiple-choice questions. 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 assess your progress in the course.

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

3. Hand-In Assignments 16%

The Hand-In assignments are all the tutorial questions for the tutorials in weeks 10, 11, 12.

All of the tutorial questions in those weeks, including the ILAC questions in those weeks, will be assessable. 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 Hand-In Assignments. 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-Trimester Examination 15%

The mid-trimester exam will be held in Week 9. It is worth 15% and consists of 15 multiple-choice questions. The mid-trimester exam provides you with the opportunity to demonstrate your understanding of the material covered from week 6 up to and including week 8 and assess your progress in the course.

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

4. End of Trimester Examination 40%

The end of trimester exam will be held in Exam Period. It is worth 40% and may consist of ILAC questions and/or short answer questions. The end of trimester examination is designed to assess your ability to apply 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 9 to week 12.

The End of Trimester 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 hard copy book form and not electronic form.

5.3 Late Submission

An assessment item submitted after the due date, without an approved extension from the Course Coordinator, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 5% of the maximum mark applicable for the assessment item, for each working day or part working day that the item is late. Assessment items submitted more than five working days after the due date are awarded zero marks.

Please refer to the Griffith College website - Policy Library > Assessment Policy for guidelines and penalties for late submission.

5.4 Other Assessment Information

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.

Requests for extension

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 Student Medical Certificate](#)]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

Return of Assessment Items

1. 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).
2. Students will be advised of their final grade through the Student Portal. Students can review their exam papers after student grades have been published (see relevant Griffith College Fact Sheet for allocated times at Support> Factsheets). Review of exam papers will not be permitted after the final date to enrol.
3. Marks for **all** assessment items including the final exam (if applicable) will be recorded in the Moodle Course Site and made available to students through the Moodle Course Site.

The sum of your marks overall assessment items in this course does not necessarily imply your final grade for the course. Standard grade cut off scores can be varied for particular courses, so you need to wait for the official release of grades to be sure of your grade for this course.

6. Policies & Guidelines

Griffith College assessment-related policies can be found in the [Griffith College Policy Library](#) which include the following policies:

Assessment Policy, Special Consideration, Deferred Assessment, Alternate Exam Sitting, Medical Certificates, Academic Integrity, Finalisation of Results, Review of Marks, Moderation of Assessment, Turn-it-in Software Use. These policies can be accessed using the 'Document Search' feature within the [Policy Library](#)

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.

In the case of an allegation of a breach of academic integrity being made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

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 Griffith College website - Policy Library > Academic Integrity Policy

Reasonable Adjustments for Assessment – The Disability Services policy

The Disability Services policy (accessed using the Document Search' feature with the [Policy Library](#)) outlines the principles and processes that guide the College in making reasonable adjustments to assessment for students with disabilities while maintaining academic robustness of its programs.

Risk Assessment Statement

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

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