



## 1. General Course Information

### 1.1 Course Details

<b>Course Code:</b>	2105AFE
<b>Course Name:</b>	Introduction to Business Law
<b>Trimester:</b>	Trimester 2, 2021
<b>Program:</b>	Associate Degree in Commerce & Business
<b>Credit Points:</b>	10
<b>Course Coordinator:</b>	Mark Magner
<b>Document modified:</b>	7 July 2021

### 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	<a href="mailto:mark.magner@staff.griffithcollege.edu.au">mark.magner@staff.griffithcollege.edu.au</a>

## 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 found on the Course Moodle Site.

## 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 and Capabilities

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		✓	✓	✓
Communication and collaboration		✓	✓	✓
Self-directed and active learning		✓	✓	✓
Creative and future thinking			✓	
Social responsibility and ethical awareness		✓	✓	
Cultural competence and awareness in a culturally diverse environment			✓	



## 3. Learning Resources

### 3.1 Required Learning 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 Learning 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.

Griffith College is committed to ensuring academic integrity is understood and maintained by all staff and students. All students learn about academic integrity through engagement with the weighted Epigeum modules within the suite of Academic and Professional Studies courses.

Services and Support provides a range of services to support students throughout their studies including academic advice and assignment help from Student Learning Advisors, and personal and welfare support from Student Counsellors.

[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 Information about your Learning

#### Attendance

You are expected to actively engage in all learning experiences and learning activities which underpin the learning content in this course. You are expected to engage with the learning content and learning activities outside of timetabled class times. This requires you to be an active agent of your learning. You are expected to bring all necessary learning resources to class such as the required textbook and /or Workbook. In addition, you are encouraged to 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 Learning

In order to enhance your learning, you need to prepare before participating in the learning experiences. Absorb the learning content and complete the learning activities that are provided online before you attend the scheduled learning experiences. Make sure you complete the learning activities set each week, they are designed to support your learning. Active participation in your learning will enhance your success. 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 Learning Materials

Learning materials are made available to you in MyStudy on the Griffith College Portal. The learning materials are arranged in Modules. In each Module you will find Learning Content, Learning Experiences and Learning Activities. **Learning Content** will be engaged with prior to the scheduled **Learning Experience (your weekly class)**. This will ensure you are prepared for the scheduled Learning Experience by being aware of the content to be covered and therefore will be able to actively participate in the session. **Learning Activities** are accessed after the scheduled session for purposes of review, consolidation of learning, and preparation for the Evidence of Learning tasks (assessment) in the course.

In addition, **Anytime Anywhere** learning material is provided in the course. This learning material provides support, interactive tools and directions for students who occasionally cannot attend the weekly scheduled Learning Experience (either in person or on Zoom) perhaps due to illness or other commitments. The Anytime Anywhere learning material should also be used in conjunction with Learning Content and Learning Activities resources.

### **Self-Directed Learning**

You will be expected to learn independently. This means you must organise and engage with the course learning content even when you are not specifically asked to do so by your lecturer or tutor. The weekly guide will be helpful to organise your learning. This involves revising the weekly course learning material and completing the learning activities. It also means you will need to find additional information to evidence your learning (assessment) beyond that given to you, 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 Content, Learning Activities and Learning Experiences

### 4.1 Modules for Learning and Weekly Learning Content, Learning Activities and Learning Experience





	 Learning Content	Learning activities 	Learning experiences 	Evidence of learning 	Learning outcome 
<b>Module 1 – Introduction to Law and the Legal System</b>					
<b>1</b>	<i>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</i>	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)  Text – chapter 1  Lecture Slides	<i>Expectations in this course (non-assessable tutorial/workshop that goes through the Course Outline, assessment items and course expectations)</i>		1
<b>Module 2 – The Law of Contract</b>					
<b>2</b>	<i>Contract Part 1: What are the Contract Needs for Business? Essential Elements of a Contract</i>	Text – chapters 2-4  Lecture Slides	Assessable Tutorial/Workshop 1: What is Law? Rules of Statutory Interpretation Ethics and the Law Distinction between Common Law and Equity	Weekly tutorial homework check (2 marks per tutorial for 7 tutorial weeks)	2,3
<b>3</b>	<i>Contract Part 2: How is the Contract Interpreted? Essential Elements of a Contract (cont'd)</i>	Text – chapters 5-8  Lecture Slides	Assessable Tutorial/Workshop 2: What are the Contract Needs for Business? Essential Elements of a Contract	Weekly tutorial homework check (2 marks per tutorial for 7 tutorial weeks)	2,3
<b>4</b>	<i>Contract Part 3: Ending the Contract Essential Elements of a Contract (cont'd)</i>	Text – chapters 9-12  Lecture Slides	Assessable Tutorial/Workshop 3: How is the Contract Interpreted? Essential Elements of a Contract	Weekly tutorial homework check (2 marks per tutorial for 7 tutorial weeks)	2,3

	<b>Module 3 – Torts</b>				
5	<i>The Law of Torts and Negligence</i>	Text – chapter 14  Lecture Slides	Assessable Tutorial/Workshop 4: Ending the Contract Essential Elements of a Contract (cont'd)	Weekly tutorial homework check (2 marks per tutorial for 7 tutorial weeks)	2,3
6	<b><i>The Law of Torts and Negligence (cont'd)</i></b>	<b>Text – chapter 14</b>  <b>Lecture Slides</b>	<b>Assessable Tutorial/Workshop 5: The Law of Torts and Negligence</b>	<b>Weekly tutorial homework check (2 marks per tutorial for 7 tutorial weeks)</b>  <b>In-Class Quiz (15 multiple choice questions - 1 mark each)</b>	2,3
	<b>Module 4 – Consumer Protection Law</b>				
7	<i>Consumer Protection Australian Consumer Law (Tested on Final Exam)</i>	Text – chapter 13  Lecture Slides	Assessable Tutorial/Workshop 6: The Law of Torts and Negligence (cont'd)	Weekly tutorial homework check (2 marks per tutorial for 7 tutorial weeks)	2,3
	<b>Module 5 – The Law of Business Relationships</b>				
8	<i>Partnership and Agency Law: Partnership, Agency, Sole Traders and Joint Ventures (Tested on Final Exam)</i>	Text – chapters 15-16	Assessable Tutorial/Workshop 7: Consumer Protection Australian Consumer Law	Weekly tutorial homework check (2 marks per tutorial for 7 tutorial weeks)	2,3
9	<i>Corporations (Company) Law Fundamental Legal Concepts of Business Structures Business Relationships – Corporations Law</i>	Text – chapter 17  Lecture Slides	Tutorial/Workshop 8 - Assessable Hand-In Assignment 1: Partnership and Agency Law: Partnership, Agency, Sole Traders and Joint Ventures	Mid Trimester Exam (15 multiple choice questions worth 1 mark each)  Hand-in assignments (Tutorials 8-11)	2,3
	<b>Module 6 – Employment and Anti-Discrimination Law</b>				
10	<i>Anti-Discrimination Law: Australian Anti- Discrimination Law</i>	Text – chapter 19  Lecture Slides	Tutorial/Workshop 9 - Assessable Hand-In Assignment 2 Corporations (Company) Law Fundamental Legal Concepts of Business Structures Business Relationships – Corporations Law	Hand-in assignments (Tutorials 8-11)	2,3
11	<i>Australian Employment Law: The Law of Employment</i>	Text – chapter 18  Lecture Slides	Tutorial/Workshop 10 - Assessable Hand-In Assignment 3 Anti-Discrimination Law: Australian Anti- Discrimination Law	Hand-in assignments (Tutorials 8-11)	2,3
12	<i>Final Exam Preparation and Revision</i>	Revision for Final Exam	Tutorial/Workshop 11 - Assessable Hand-In Assignment 4 Australian Employment Law: The Law of Employment	Hand-in assignments (Tutorials 8-11)	2,3

## 5. Evidence of Learning (Assessment Plan)



### 5.1 Evidence of Learning Summary

	 Evidence of learning	 Weighting	 Learning outcome	 Due Date
1	<i>Weekly tutorial homework check (2 marks per tutorial for 7 tutorial weeks)</i>	14%	1-4	<i>Weeks 2-8</i>
2	<i>Online Quiz (15 multiple choice questions - 1 mark each)</i>	15%	1,2,3	<i>Week 6</i>
3	<i>Hand-in assignments</i>	16%	1-4	<i>Weeks 10,11,12</i>
4	<i>Mid Trimester Exam (15 multiple choice questions - 1 mark each)</i>	15%	1,2,3	<i>Week 9</i>
5	<i>Final Exam (Short answer and/or ILAC answers)</i>	40%	2,3,4	<i>Exam Period</i>

### 5.2 Evidence of Learning Task 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.

Submission is now by email to tutor.

## **2. Online Quiz\_(15%)**

The Online 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.

Submission is now by email to tutor.

#### **4. Mid-Trimester Examination (Online)\_(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.

#### **5. End of Trimester Examination (Online)\_(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 and 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 evidence of learning (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. Evidence of learning 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 Information about Evidence of Learning**

#### **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 evidence of learning item, 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 Evidence of Learning Items

1. Marks awarded for in-trimester evidence of learning 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 evidence of learning 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 final exam papers after student grades have been published. Review of final exam papers will not be permitted after the final date to enrol.
3. Marks for **all** evidence of learning 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 of evidence of learning 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 Sitings](#), [Medical Certificates](#), [Academic Integrity](#), [Finalisation of Results](#), [Review of Marks](#), [Moderation of Assessment](#), [Turn-it-in Software Use](#). These policies can be accessed 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 within 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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