CLEMSON
U N I V E R S I T Y

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Education & Training Plan
Business Law Specialist Certificate Program with Externship

Student Full Name: _____

Start Date: _____   End Date: _____

Program includes National Certification & an Externship Opportunity
Mentor Supported

Business Law Specialist Certificate Program with Externship

Course Code: CLEM-B-LAW
Program Duration: 6 Months
Course Contact Hours: 375
Student Tuition: $3,999

The Business Law Specialist

The laws governing business and the operations within are based on fundamental principles that stretch back to the simplest beginnings of commerce and trade. Despite these simple principles, business has become more and more sophisticated with time requiring a number of ways to codify certain aspects of business transactions and ensure that all corporate entities are operating in a way that serves the common good. Specialists in Business Law understand the ins and outs of all of these principles from corporate filings to business ethics. Prepared to work in a variety of business settings from HR offices to corporate law division support and/or exeCLEMtive board support positions, individuals who can master the intricacies of business law are of significant value to any business.

The Business Law Specialist Program

This Business Law Specialist Program is designed to introduce students to all business law concepts from their roots in common law through to elements of American and international law that make up this area of robust jurisprudence. Businesses operate every day under accepted theories of contract and tort law, promoting equitable transactions and ensuring corporate responsibility that advance accepted notions of good business practices. Corporations are also subject to various statutory frameworks that dictate the treatment and conditions of employees, ensure environmental protection and protect consumers from powerful organizations when necessary. Throughout this program, students will explore all of these issues and learn how the law applies to business operations every day.

Education and National Certifications

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- There are several National Certification exams that are available to students who successfully complete this program:
  - **Microsoft Office Specialist (MOS) Certification Exam**.

Program Objectives

At the conclusion of this program, students will be able to:
- Analyze the legal environment of business in the United States
- Explain the applicability of tort and criminal law to business
- Explain the applicability of intellectual property law to business
- Explain how contract law principles apply to business transactions
- Explain the law of negotiable instruments
- Evaluate the rights/responsibilities of principals, agents, and 3rd parties in transactions
- Analyze the various employment laws affecting the employer-employee relationship in the United States
- Evaluate the forms of business organization in the United States
- Analyze the ethical and social responsibility of business
- Evaluate the various types of government regulation that affect business
- Explain the effects of personal and real property laws on business
- Appraise the impact that international law has on global business
- Use Microsoft Office

National Certification

Upon successful completion of this Clemson University program, students would be eligible to sit for the Microsoft Office Specialist (MOS) exam. Although there are no state approval, state registration or other state requirements for this program, students who complete this program at Clemson University will be prepared and are eligible to sit for this national certification exam. Students who complete this program are encouraged to complete the externship option with their program. Students who complete this program can and do sit for the MOS national certification exams and are qualified, eligible and prepared to do so. Clemson University works with each student to complete the exam application and register the student to take their national certification exam.

Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. Clemson University works with national organizations and has the ability to place students in externship opportunities nationwide.

<u>Clemson University contact:</u> If students have any questions regarding this program including national certification and externships**, they should call Juanita Durham of Clemson University at 864.656.3984 or via email at jdrhm@clemson.edu.**

Note: No refunds can be issued after the start date published in your Financial Award doCLEMment.

About Clemson University!

Clemson Online, a unit reporting directly to the Provost, works closely with leadership teams across the University to develop, market, and deliver top-quality courses and programs in blended and online formats. The office provides vision, leadership, coordination, and expertise in support of faculty design, delivery, and evaluation of technology-enhanced, blended, and fully online courses and instructional materials. Dynamic, transformative, and unique eLearning opportunities characterize Clemson's approach to online teaching and learning.

Our Mission: Clemson Online provides strategic leadership for online education, emphasizing innovative teaching and superior learning outcomes to maximize student success in 21st-century academic and professional contexts.

Our Vision: Clemson Online will define the public web-grant university through measurable achievements in online education, research, and service.
The office is committed to pursuing strategic opportunities, providing supportive resources, promoting superior educational quality, and ensuring faculty involvement and responsibility in shaping Clemson's online future.

Clemson University and Pearson Education

The Clemson University's Office of Professional and Continuing Education eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success. Please visit us at **www.pearson.com**.

About Pearson Education

Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products.

Business Law Specialist Program Detailed Student Objectives:

LEGAL ENVIRONMENT OF BUSINESS
- Identify the sources of law in the United States
- Describe the state and federal court systems
- Categorize the jurisdiction of federal and state courts
- Describe the steps involved in civil litigation
- Compare arbitration and mediation as alternative methods of dispute resolution
- Relate constitutional law to business and electronic commerce

TORT AND CRIMINAL LAW
- Explain the various types of tort liability
- Differentiate between common crimes and white-collar crimes
- Categorize the constitutional protections available to a criminal suspect/defendant

INTELLECTUAL PROPERTY LAW
- Define terms related to intellectual property law
- Explain the legal protection available to the holder of a trade secret
- Explain the legal protection available to a patent holder
- Explain the legal protection available to a copyright holder

CONTRACT LAW PRINCIPLES
- Analyze the elements of contract formation
- Categorize the various types of contracts
- Describe various types of third-party rights to contracts
- Explain the remedies available for breach of contract
- Describe the applicability of the Uniform Commercial Code (UCC) to contracts for the sale of goods

NEGOTIABLE INSTRUMENTS
- Describe the types of negotiable instruments
- Explain the elements necessary to create a negotiable instrument
- Explain how to negotiate order paper and bearer paper
- Describe the various types of endorsements
- Explain the rights available to a holder in due course
- Explain the applicability of the Uniform Commercial Code (UCC) to bank transactions

AGENCY TRANSACTIONS
- Explain the principal-agent relationship
- Describe how to form an agency
- Categorize the rights, duties, and liabilities of the principal and the agent in an agency relationship
- Categorize the various ways an agency terminates clients

EMPLOYMENT LAW
- Analyze the various employment, worker protection, and immigration laws
- Explain the laws related to organizing a union
- Explain the laws related to the collective bargaining process
- Analyze the various conflict resolution remedies available to labor and management during the collective bargaining process

- Describe the various laws related to equal employment opportunity

FORMS OF BUSINESS ORGANIZATIONS

- Define terms related to forms of business organization in the United States
- Compare the advantages and disadvantages of operating a business as a sole proprietorship
- Compare the advantages and disadvantages of operating a business as a partnership
- Explain the advantages and disadvantages of operating a business as a corporation
- Explain the advantages and disadvantages of operating a business as a limited liability company

ETHICAL AND SOCIAL RESPONSIBILITY OF BUSINESS

- Explain the relationship of business ethics and social responsibility to the law
- Compare the five (5) major theories of ethics
- Compare the four (4) major theories of the social responsibilities of business

GOVERMENT REGULATIONS AFFECTING BUSINESS

- Explain the role of administrative agencies in regulating business
- Evaluate the federal government's role in regulating consumer protection and product safety
- Explain the federal government's role in environmental protection
- Evaluate the various antitrust and unfair trade practice laws

PERSONAL AND REAL PROPERTY LAWS

- Explain how to acquire ownership of personal property
- Explain the rights and responsibilities of the parties in a bailment relationship
- Describe the various estates in real property
- Describe the various forms of concurrent ownership of real property
- Explain how to acquire ownership of real property

INTERNATIONAL AND GLOBAL BUSINESS

- Explain the constitutional basis for federal government regulation of U.S. international affairs
- Describe the regional international organizations affecting global business
- Explain how international disputes are resolved legally

Note: This program can be completed in 6 months. However, students will have online access to this program for a 24-month period.

MICROSOFT OFFICE Module

- Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of doCLEMments
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of doCLEMments
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

Note: Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

System Requirements:

Windows Users:
- Windows 8, 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

Mac OS User:
- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

iPad Users:
- Due to Flash limitations, eLearning programs are NOT compatible with iPads

Screen Resolution:
- We recommend setting your screen resolution to 1024 x 768 pixels.

Browser Requirements:
- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
- Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
- Mac OS Users: Safari, Google Chrome, Mozilla Firefox

Suggested Plug-ins:
- Flash Player
- Real Player
- Adobe Reader
- Java