

SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
BUSINESS LAW- BUS 12
COURSE SYLLABUS

Professor: Melissa Allen
Semester: Spring 2010
Email: mallen24@saddleback.edu
Office Hours: TBA
Mondays: 6:00-8:50 PM

DESCRIPTION

Introduction to the legal environment of American business including history, legal systems, social, ethical, and political forces affecting the development and operation of the legal system. A strong focal point of the course is the law of contracts and the sales of goods. Additional topics include ethical considerations impacting management's decision-making, torts, crimes, business organizations, bailments, agency, employment, product liability, and constitutional issues.

COURSE OBJECTIVES - Upon completion of this course, the student will be able to:

1. Evaluate the evolutionary character of legal rights.
2. Explain the basic structure of federal and state court systems.
3. Describe and compare social objectives that forge the law and the legal environment of business.
4. Examine the basis for tort and criminal liability and solve problems involving the application of such law.
5. Contrast the ethical and political forces that affect the development and operation of the legal system.
6. Give several examples of the constitutional authority of government to regulate business.
7. Describe court procedures in civil and criminal proceedings.
8. Relate the essential elements of a contract and state how contracts are classified.
9. Differentiate between types of contracts.
10. Recognize and solve problems involving the questions of contractual capacity and assent to an agreement.
11. Define and distinguish between types of consideration.

12. Select the types of contracts, which must be in writing and state the requirements that satisfy the Statute of Frauds.
13. Distinguish differences in the interpretation of oral and written contracts.
14. Discuss third persons and contracts.
15. Define and compare the methods by which contracts can be discharged.
16. Describe breach of contract and remedies.
17. List points of difference between general contract law and the law of sales of goods.
18. Describe title and risk of loss with respect to sales of goods.
19. Explain and distinguish between warranties and other product liabilities.
20. Name various forms and methods of acquiring possession and ownership of personal property.
21. Distinguish among various types of business entities.
22. Categorize agency relationships as it affects contract, tort, and criminal liability

1. STUDENT RESOURCES

A. Textbook: Mandatory - Course Requirement

Essentials of Business Law, 3rd Edition, © 2008

Jeffrey F. Beatty and Susan S. Samuelson

Publisher: Thomson South-Western

ISBN-13: 978-0-324-53712-3

Students are required to bring the textbook to each class meeting.

B. Web Sites: Access as Needed

Blackboard <http://socccd.blackboard.com/webapps/login/>

MySite <https://www1.socccd.cc.ca.us/portal/> Student's Personal College Web Site and Email Account

C. Browsers

The college district supports and **ONLY RECOMMENDS** the use of Firefox, when visiting any of the college web sites. We are experiencing difficulties with the Internet Explorer 7 or 8 when accessing Blackboard and MySite, so it is not recommended at this time. It is recommended that students go to the publisher's web site to obtain a free download of the most current version of the browser software.

Reminder: Install after the download

Firefox: <http://www.mozilla.org/products/firefox>

Highly Recommended

In order to use Blackboard, please set browser preferences to accept *Cookies*.

2. ASSIGNMENTS AND TESTS

A. Reading Assignments

Students must complete all reading assignments in the textbook, web site and practice tests before class. Students must be prepared to discuss and analyze the assigned reading including the chapter-end practice materials. Lectures are based on the understanding that students have a foundation of the discussed material from the reading to understand the lecture. Students must stay current with the assigned reading regardless of the pace of the lectures.

Due to time constraints, the lectures do not cover all of the material assigned for reading.

Students are required to bring the textbook to each class meeting.

B. Written Assignments

Students will be given format instructions for all written assignments. Unless otherwise indicated, assignments are due at the *beginning* of the next class meeting. No late assignments will be accepted. If an assignment is due on a day the student will be absent from the lecture, it is the student's responsibility to make arrangements to have the hard copy/paper of the written assignment delivered to the professor *before* the due date and time.

Unless provided with specific written instructions, no fax, email or email attachments will be accepted for the delivery of written assignments.

All written materials submitted by students may be duplicated and submitted to a database to verify originality. All papers and rights thereto become the sole property of the professor. It is recommended that students retain copies of all submissions.

C. Tests

The tests are based on the lectures, terminology, handouts and reading assignments in the textbook and the web site.

Electronic devices are not permitted during tests. Print notes for use during open book and note tests.

No sharing of materials, including but not limited to, books and other printed materials. All students attempting to share materials during tests will receive a grade of F for that test and subject to formal discipline.

Unless it is a computer scan test, students must use black or navy blue ink on all handwritten tests. Handwritten tests completed in pencil will not be accepted. Some tests may be given in an Accu-Scan format (computer scan). Bring a #2 pencil and eraser to each class. The professor will provide the

computer scan form.

Unit Examinations

Three unit examinations will be given. See section on calculation of Course Grade for further information. Examination formats will vary. Information on the format of the pending examination will be provided during the review session for each examination. All examinations are non-cumulative, that is, they will not cover materials previously tested on another exam.

No makeup on a missed examination unless arrangements have been made with Professor Allen prior to the examination. *THERE ARE NO EXCEPTIONS SO PLEASE DO NOT ASK.* Leaving a message on email or voice mail that the student will miss the examination for any reason will not suffice. Arrangements may or may not include a makeup exam.

3. POLICIES AND PROCEDURES

A. Attendance

It is not necessary to contact the professor to advise her of an anticipated absence unless a unit examination is scheduled for the meeting. Attendance is taken at each class meeting. Attendance is taken from exams, sign-in sheets or verbal call.

Signing an attendance roll sheet for an absent or another student constitutes cheating and subjects both students to formal discipline.

Each student starts the semester with 100 attendance/participation points. Each student is allowed one absence without point deduction. However, after one absence, the student will be deducted 5 points for each absence. Leaving early or arriving late for a period of time less than 30 minutes will constitute an absence subject to a deduction of two attendance points at the sole discretion of the professor.

The remaining attendance/participation points are averaged in with group in class work and in class assignments.

See section on Calculation of Course Grade for further information.

If a student is absent from a lecture, it is the student's responsibility to obtain lecture notes from another student.

If a student will be absent from a lecture when an assignment is due, it is the student's responsibility to make arrangements to have the *hard copy/paper* written assignment delivered to the professor *before* the due date and start of the class meeting. See section on Written Assignments for further information.

Important Notice of Penalties for Excessive Absences:

Attendance is an important component of this class and is considered one part of class participation. Without further notice and in accordance with district

policy, the professor reserves the right to drop any student from the class after missing a total of six (6) consecutive or non-consecutive lecture hours. However that being said, the professor is under no obligation to drop a student particularly if a student has inconsistent attendance wherein it is difficult to determine the student's intent to continue the course. As a general rule, if a student misses three consecutive meetings without contacting the professor, the student risks being dropped.

B. Calculation of Course Grade

The final grade is calculated by averaging the three unit exams (three-fourths - 75%) and the average of the written assignments or homework and attendance/participation points (one-fourth - 25%).

Participation in class discussion and regular attendance is encouraged. Lack of participation will not lower a student's final grade. However, participating in class discussion and good attendance may be taken into account in borderline cases to raise the final grade.

C. General Information

Students are responsible for all information contained in Spring 2009 Class Schedules, 2008-09 Saddleback College Catalog and 2008-09 Student Handbook.

Bring to Each Class Meeting ALL of the following items:

1. Textbook
2. Resource Binder (loose leaf binder containing notes, lecture outlines and handouts)
3. #2 pencil and eraser for exams in computer scan format
4. Note paper
5. Dark blue or black ink pen for exams in handwritten format
6. Picture identification (SC or IVC Student ID cards or Driver's License).

Course Drop Information:

Refer to Class Details Web Site for information relating to dates for refunds, dropping the course and election for credit or no credit. It is the responsibility of the student to drop the course. Uncompleted course work may result in a grade of "F" for drop or withdrawals not processed by the student through the Office of Records, Admissions and Enrollment.

D. Honor Code of Conduct

The rules governing student behavior and the academic honor code will be strictly enforced as set forth in the Saddleback College Student Handbook and Students' Rights and Responsibilities of the Saddleback College Catalog.

According to the official Policies and Procedures of Saddleback College Student Handbook, "cheating or plagiarism in connection with an academic program" is prohibited and students "may be disciplined."

Cheating shall include but not be limited to: Taking a test for another student, requesting another person to take a test, signing an attendance roll sheet for another student, plagiarizing materials, attempting to or modifying graded papers, copying answers from another student's paper, sharing materials during a test or any other activity that is prohibited.

Plagiarism is defined as copying from a written source verbatim without putting the material in quotes and citing the source. Included is the presentation of work copied from another student as the student's own work or turning in duplicate assignments.

All written materials submitted by students may be duplicated, submitted to a database to verify its originality and become the sole property rights of the professor. If a grade is awarded for the student's work on an assignment grade sheet, the original papers may or may not be returned to the students. It is recommended that students retain copies of all submissions.

To enforce this policy, the professor or any proctor of tests for this course reserves the right to request photograph identification (SC or IVC Student ID Card or Vehicle Driver's License) upon demand at any time during the semester and in particular during tests.

E. College Email

All students are provided with a college email address and access to the internet at computer stations throughout the campus.

If a student has internet access at home or work, s/he will be **REQUIRED** to forward the college email (Webmail in MySite) to a home or work address.

Written instructions explaining how to forward student email to home or work were handed out at the first meeting/orientation and are also located in Blackboard in the Orientation menu item.

It is not recommended that students use the Webmail feature in My Site as their regular email account. Webmail does not permanently store email. Email older than 30 days is automatically deleted from the inbox and all folders.

If the student does not currently have an email account at home or work, it is recommended that the student open up a free account with Google (gmail), Yahoo or Hotmail and forward the college Webmail in MySite to the account. College broadcast/global email to students can **ONLY** be sent to Saddleback College or IVC student email addresses. Failure to forward college email may result in the student being unable to receive written communications from the professor or the college unless the student regularly checks the college email at MySite. For this course, students are required to check their email at a minimum of once a week.

F. Classroom Conduct and Etiquette Policies

- i. Use of Cell Phones, iPods, PDAs and Other Electronic Equipment**
- ii. Unless There is an Emergency, No Wandering Around the Classroom or Leaving Classroom During Lectures**
- iii. No large hats, hoods and sunglasses in the classroom. Must wear shoes or sandals and shirt or top.**