

COURSE SYLLABUS
Business 18: Introduction to Business Law
Sandra Spencer, Professor

Office Hours:

Time: Monday & Wednesday: 8:00 am – 8:20am and approx. 12:30 pm – 1:00pm
 Tuesday & Thursday 12:30 pm – 1:20 am, (& by appointment)
Location: Mon & Wed - MLC 255, Tues & Thurs - Campus Office: Building F5, Room F51-Q
Phone: (408) 864-8932 (*Phone is equipped with voice mail. Please leave a detailed message.*)
E-mail: sjonesspencer@alum.berkeley.edu and spencersandra@deanza.edu
Course Website: <https://catalyst.deanza.edu/>

Required Materials:

Text: Either *Essentials of Business Law*, fourth edition, Beatty & Samuelson, Thomson/Southwestern 2012 **OR** *Concise Essentials of Business Law*, De Anza College Edition, Jeffrey F. Beatty and Susan S. Samuelson, Thomson/Southwestern 2012.

For Exams: Approx. eight 8 ½ x 11 *ParScore* forms (**two** for each exam) and several #2 pencils.

- ◆ An E-mail account and access to the Internet

Recommended Resources:

- ◆ A legal dictionary
- ◆ **Textbook Website :** www.cengagebrain.com (*Select “Free Study Tools”, “Companion Content”. Use ISBN: 978-0-538-47380-4*)
- ◆ **Tutorial & Academic Skills Center:** <http://www.deanza.edu/tutorial/>

Course Objectives:

After completing this course, students will have an understanding of the history of the law and the court systems. Students will know what steps could be taken to commence litigation and how to avoid litigation through various forms of alternative dispute resolution. Further, students will have a detailed understanding of the requirements necessary to have a legally binding contract. Finally, students will acquire a general knowledge of various areas of law that impact businesses, such as torts, agency, sales, crimes, employment law and the role of Administrative Agencies.

Evaluation:	3 Midterm Exams:	50%
	Assignments (Homework, In-class, On-line etc.)	20%
	Class Participation & “pop” quizzes:	10%
	Final Exam:	20%

Grading Scale:	90% - 100%	-	A
	80% - 89%	-	B
	70% - 79%	-	C
	65% - 69%	-	D
	under 65%	-	F

Note: Plus/Minus grading may be applied at the instructor's discretion.

Course Requirements:

- ◆ Attend class regularly and on time.
- ◆ Read the assigned chapters ***before*** coming to class.
- ◆ Complete and hand in assignments on time.
- ◆ Complete all exams.
- ◆ Actively participate in the group exercises.
- ◆ Participate in class and group discussions.

Class Structure: Most class sessions will be divided into **group work** and a modified lecture.

Attendance: Since students are expected to assume an active role in the class, being unprepared, absent (or tardy) will have a detrimental affect on one's assignment & participation grade (**approximately 20% of course grade**). A student who misses more than five hours of class may be dropped from the course.

Please note: If you decide to drop this course after the second week of the term, it is ultimately your responsibility to submit the necessary paperwork to the Office of Admissions & Records. If you do not, you may receive a failing grade for the course.

Assignments:

You are expected to read the assigned chapters prior to each class. You are also expected to be prepared to answer questions and problems based on the reading assignments for that day. Problems or questions may be assigned at the end of each class and are to be completed prior to our next class meeting. Often, this will include some of the case problems at the end of each chapter. However, from time to time, alternative problems may be distributed for completion (*in class or as homework*) in lieu of the “end-of-chapter” cases.

Assignments should have a neat and professional appearance and when submitted, **they must be completely typewritten** to obtain credit. Once the homework has been reviewed, late assignments will not be accepted.

****Please note: All work (i.e., exams, papers, quizzes, etc.) must be labeled with your name, the date submitted, the type of assignment (e.g., “HW –Practice Test Problems for Chapter 3”), and the course & section numbers. ****

Exams:

Three midterms and one final exam will be given. The format of these exams may be multiple-choice, true/false and essay* questions. All exams are closed-book/closed notes unless announced otherwise. Materials needed for each exam are a number two pencil and **two** “Parscore” forms. Two forms are needed because the exams are comprised of an “individual” component and a “group” component.

Notes: 1) Essay questions may be “take-home” or completed in class. 2) If you believe that the answer you chose is better than the answer keyed as correct, please submit your case in writing to the instructor.)

Extra Credit: May be obtained in any of the following ways:

1. Make a **class presentation** on a recent case (or legal topic) that is of interest to you. Cases should be presented close to the time we are discussing related material. The presentation should last from seven to ten minutes. You should use *Powerpoint* or overhead transparencies to emphasize key points. Please provide me with a case brief* indicating the key information you intend to cover **at least one week prior to your presentation**.
2. **Research Assignment** (*Case or legal topic of interest to you. Approx. 5 – 7 pages, include references*)
3. Complete the graded **on-line quizzes** for each chapter covered in the course by the deadline.
(Note: Required for Hybrid section)
4. Write a **paper** analyzing the legal concepts presented in a film. (*Prior approval of film required.*)
5. **Mini Research Assignments** announced in class. (*Usually one page or less*)

MAKE-UPS: In order for the evaluation process to be fair to every student, it is important that the conditions of evaluation are as uniform as possible for everyone. This kind of uniformity cannot be achieved if some students take the tests on days other than those when the test is given in class. Therefore, the following policy will apply:

- A. **No Make-up exams will be given.** To compensate for unforeseeable incidents which may occur, one midterm exam will not be counted in the final computation of your course grade.
- B. **No make-ups** are given for missed quizzes.

ACADEMIC INTEGRITY: Academic integrity (honesty and quality) are expected in all that you do. Cheating or plagiarism will not be tolerated. If there is a reasonable basis for concluding that a violation has occurred, an ‘F’ grade for the course will be assigned, and the student will be subject to further disciplinary action by the college, including potential dismissal.

INSTRUCTOR'S NOTE

Any student who is having difficulty with the course is strongly encouraged to see me immediately. I welcome your questions and will do everything I can to be available to assist you. I truly want you all to succeed. I look forward to an exciting and challenging quarter with you!

Sandra L.J. Spencer

