BUSINESS 2301
BUSINESS LAW
INDIVIDUALIZED FORMAT

INSTRUCTOR INFORMATION: Instructor: Lab Hours:
Office: Telephone:
Email:

INSTRUCTIONAL ASSOCIATE: IA: Lab Hours:
Telephone: Office:

In addition to voice mail ________________________ and email _____________________ for communications, if you need an appointment to discuss the course, please _________________.

NOTE: The instructor reserves the right to modify the course requirements assignments, grading procedures, and other related policies as circumstances may dictate.


CATALOG DESCRIPTION:

This course presents the legal principles affecting business decisions. The laws of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered.

COURSE OVERVIEW:

The objectives of the course will be accomplished through the use of television programs, a student telecourse guide, textbook reading assignments, hypothetical case problems, student/instructor interaction.

STUDENT LEARNING OUTCOMES:

The overall objective of this course is to provide students with an operating perspective of the concepts and processes involved in the law governing business transactions. When students complete this course, they will have acquired an understanding of the following concepts:

* The law - its meaning, sources, purposes, classifications - and the effect of the law on business transactions.
* The nature of contract law, including the importance of contracts in the business world, the six elements of a contract, the rights of third parties, guidelines for interpretation of contracts, and contractual remedies.

* The nature of sales contracts, including the difference between sales contracts and common law contracts, the application of Article 2 of the Uniform Commercial Code to sales contracts, the duties and rights of buyers and sellers in contracts for the sale of goods, the relationship of insurable interest, risk of loss, and passage of title, and the nature of warranties and product liability.

* The nature of law associated with commercial paper, including the functions and forms of commercial paper, the requirements for negotiating, the effects and types of endorsements, the differences between a holder and a holder in due course, and the rights and duties involved in bank-customer relations.

* The nature of agency law, including the requirements for the creation and termination of an agency relationship, the duties of principals and agents, and the factors determining the liability of principals and agents.

* The nature of property, including the concept of property rights, the difference between real and personal property, the means by which property may be acquired and lost, the general requirements governing lease or rental property, and the concept of bailments.

* The influence of government regulation, consumer and environmental protection statutes, and labor and employment legislation on business practices and operations.

LEARNING SYSTEM:

A variety of resources and opportunities will be made available to you throughout this course. Your instructor will work closely with you in developing a program designed to enable you to complete the competencies required in order to attain the objectives set out for this course. The components of your study program will represent a combination of the following: independent study sessions; direct guidance and assistance from faculty and instructional associates; the use of television tapes; the use of textbooks and study guides; and an extensive ongoing evaluation process.

STUDENT STUDY GUIDE:

The study guide has been prepared to assist you in mastering Business 2301. It serves as the link between the required textbook reading and the videotape viewing that supplements the course. Each lesson contains learning objectives, an overview, a reading assignment, key vocabulary terms, and a self-test and answer key.
COURSE PROCEDURE - STUDY SEQUENCE:

1. Review the lesson objectives found in the Business and the Law Telecourse Study Guide.

2. Review the entire narrative and overview found in the Business and the Law Telecourse Study Guide.

3. Define the key terms listed in the Business and the Law Telecourse Study Guide.

4. Review the television focus questions (supplied by your instructor) prior to watching the television program.

5. Answer the television focus questions as you watch the TV program.

6. Complete the self-test found in the Business and the Law Telecourse Study Guide.

7. Check your answers to the self-test, beginning with Lesson 2, in the Business and the Law Telecourse Study Guide.

MANDATORY COMPLETION SCHEDULE

Week 1 May 14 - 18
Orientation,
L-1 Law and the Businessperson
L-2 Law and the Legal System
L-3 Business Crimes and Business Torts
L-4 The Nature of Contract Law
L-5 Contract Requirement: The Agreement
L-6 Contract Requirement: Consideration
L-7 Contract Requirement: Contractual Capacity
L-8 Contract Requirement: Legal Purpose
L-9 Contract Requirement: Genuineness of Assent
L-10 Contract Requirement: Proper Form

Test #1 (L 1-8) Due 5/18/12 (F) completed by 4:00 PM
Case for Test #1 Due 5/17/12 (R) by 1:30 PM

Week 2 May 21 - 25
L-11 Interpretation of Contracts
L-12 Rights of Third Parties
L-13 Performance and Discharge
L-14 Contractual Remedies
L-15 Sales and Sales Contracts
L-16 Passage of Title and Risk of Loss
L-17 Performance of a Sales Contract
L-18 Warranties & Product Liability
L-19 Remedies for Breach
L-20 Functions and Forms of Commercial Paper

**Test #2 (L 9-14) Due**
5/23/12 (W) completed by 7:00 PM

**Case for Test #2 Due**
5/22/12 (T) by 1:30 PM

*Week 3 May 28 – June 1*

**MAY 28 ** **MEMORIAL DAY ** **CAMPUS CLOSED **

L-21 Negotiability
L-22 Negotiations & Holders in due Course
L-23 Bank-Customer Relations

**Test #3 (L 15-23) Due**
5/29/12 (T) completed by 7:00 PM

**Case for Test #3 Due**
5/25/12 (F) by 1:30 PM

L-24 Creation & Termination of Agency
L-25 Principles and Agents
L-26 Real Property
L-27 Personal Property
L-28 Government Regulations
L-29 Consumer & Environmental Protection
L-30 Labor & Employment Practices

**Test #4 (L 24-30) Due**
6/1/12 (F) completed by 4:00 PM

**Cases for Test #4 Due**
5/31/12 (R) by 1:30 PM

**GRADING SCALE:**

A = 684 to 760 points
B = 608 to 683 points
C = 532 to 607 points
D = 456 to 531 points
F = Less than 456 points

**GRADING CRITERIA:**

1. Required points may be earned in this course through examinations and case problem assignments.
   A. Examinations - four (4) each worth 150 points over the designated learning objectives for the included lessons. Exams will be a combination of true/false, multiple choice and essay questions.
   
   B. Case Problem Assignments - four (4) each worth 40 points. Partial work will not be accepted. The entire case must be completed to be graded. Case problem assignments can be found on page 9 in this syllabus. The "Case Problem Format" on page 10 in this syllabus will help you in preparing your case problems.
2. Optional points may be earned in this course through:

   A. Pre-Grading Case Problem Assignment Review - two (2) each worth 10 points. You have the option of reviewing your first two case problem assignments prior to each being graded by your instructor. In order to be eligible for the optional points you must:
      1. review the assignment with your instructor.
      2. review the entire assignment at least one day prior to the Case Problem deadline.

   B. Post-Grading Test Review - one (1) worth 10 points. You have the option of reviewing Test #1 after it has been graded by your instructor. In order to be eligible for the optional points you must:
      1. review the test with your instructor.
      2. review the test within two lab days after it has been graded and posted.

   C. Optional Case Problem Assignment - one (1) worth 40 points. You have the option of completing one (1) extra credit case problem assignment from three alternatives available. The potential choices are from a list provided on the page 8 in this syllabus.

OPERATING POLICIES:

1. Attendance Policy - You will not be required to spend a specific number of hours attending class. You determine how much time you need to spend in order to complete your course work. Keep in mind an average student will spend 3-plus hours in the Marketing and Management Center completing each lesson of the course. NOTE: CLASS ATTENDANCE AND COURSE PROGRESS IS THE RESPONSIBILITY OF THE STUDENT.

Financial Aid Statement: Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

2. Examination Policy - Examinations will be given in the Test Center, S080. Examinations should be taken within the time frame on the course schedule. You may take the test earlier than the date listed on the course schedule. Study and be prepared. Test Center hours are: M-R 8:00 AM – 7:00 PM, F 8:00 AM – 4:00 PM. Last test is issued one hour before closing.

3. Late Work - Case problem assignments are due prior to taking the unit tests. No work will be accepted if received after the conclusion of the appropriate test. The last day to turn in assignments is Thursday, May 31, 2012, by 1:30 PM.
4. Completing Required Work - All required case problem assignments must be completed. **No optional points will be counted if any required assignment or test has not been completed for a grade.**

5. Academic Honesty Policy - Academic Honesty Policy
All course work in this class is undertaken with the understanding that academic honesty is the only acceptable behavior. Further, it is understood that the instructor sets the standards of academic honesty in the class, determines when these standards have been violated, and determines the consequences of that behavior by the student. The following instances of academic dishonesty will not be tolerated and if committed, will result in a grade of “F” in the course.

a. **cheating** – intentionally using or attempting to use unauthorized materials, information or student aids in any academic exercise. Specifically
   1. Copying from another student’s test paper or case problem.
   2. Using test materials not authorized by the person administering the test.
   3. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
   4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
   5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
   6. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
   7. Bribing another person to obtain an unadministered test or information about an unadministered test.

b. **collusion** – unauthorized collaboration with another person in preparing work offered for credit i.e., providing exam information to another student, working collectively on assignments intended as individual tasks.

c. **fabrication** – intentional and unauthorized falsification or invention of any information in an academic exercise.

d. **plagiarism** – intentionally representing the words or ideas of another as one’s own in any academic exercise.

6. Drop Policy - If you do not wish to complete this course, you are responsible for withdrawing yourself from the class.

If you are unable to complete this course you must withdraw from it by **May 26, 2012**. Withdrawing from this course is a formal procedure which you must initiate. The instructor or instructional associate cannot do it for you. You may do this in admissions or counseling. If you stop attending and do not withdraw you will receive a performance grade, usually an "F". Students sometimes drop courses when help is available that would enable them to continue. If you feel the need to withdraw, please discuss your plans with the instructor or instructional associate.
**STOP BEFORE YOU DROP**

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than six (6) courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six (6) non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops)

7. **WX Policy** - The WX grade allows the student to carry forward the grade and work completed in the previous semester. The WX contract must be completed in the semester following the one it is granted in. If the WX contract is not completed the student will receive the performance grade as indicated on the contract.

   A. **Criteria for WX Grade:** In order to be eligible to receive a WX contracted grade, the student must:
      1. have completed a minimum of one-third of the required work in the course on the date the contract is signed.
      2. have achieved a minimum grade of 70% on total work completed i.e. required work with the addition of optional points.
      3. have attended on a regular basis.

   B. **Process for WX Grade:** In order to receive a WX contract the student must:
      1. initiate discussion with the instructor, prior to the last date to drop in the semester, regarding the desire to be granted a grade of WX.
      2. When agreement is reached, complete a WX contract with the instructor to be filed until the last date to drop. The instructor will sign and date the WX contract on the last date to drop during the semester and attach the contract to the final grade sheet.

8. **Cover Sheet** - Each case problem assignment, test, or assigned work will need a Cover Sheet attached to it. Cover Sheets are available in the M & M Center and the Test Center. The cover sheet is to be stapled to the test or assignment prior to turning it in for grading.

9. **Test Essay Answer Sheets** - The Test Center has specific forms to be used when answering essay questions. Each student will be given three pages when picking up test forms. Properly fill out pages per instructions. Do not write on the back. If three pages are not enough, ask an attendant for more.

10. **The following lists when there will be no classes, lab is closed or the Test Center is closed:**
    Monday, May 28, 2012 – Memorial Day
11. Notification of Absence Due to Religious Holy Day(s) - Students desiring to observe a religious holy day, which will result in a class absence, must notify their instructor in writing, for each class, no later than the 15th calendar day after the first class day of the semester in which the absence will occur. The student is required to complete any assignments or take any exams, within a reasonable time, which may have been missed as a result of the absence.

12. Americans with Disabilities Policy Statement - If you feel you may need an academic adjustment (such as help with taking notes, etc.) because of any type of physical disability or learning difference, please talk with your instructor during office hour or by appointment before the end of the second week of classes. You may also contact Special Services at (972)860-4847 for advisement and counseling.

CAMPUS VIDEO VIEWING CENTER AND LOCATION
Marketing and Management Center
Room: M 206
Hours: M - F 9:00 AM-3:00 PM

M & M Center Viewing Policies

1. During the week tapes may be viewed in the M & M Center only. On Fridays, after 12:00 noon, tapes may be checked out of the lab for the weekend. Tapes must be returned on Monday.
2. A maximum of four (4) lessons may be checked out at one time.
3. Failure to return tapes will result in grades and enrollment being blocked.
4. The last date to check tapes out of the M & M Center is May 24, 2012.
5. The last date to view tapes in the M & M Center is Friday, June 1, 2012, by 1:30 PM.
REQUIRED CASE PROBLEM ASSIGNMENTS

The required case problem assignments are listed below to correspond to the test units. You must complete and turn in the required case problem before the designated test. Use format on page 10.

Required Assignment #1 - Test #1 – **Due by designated due date**
Lesson 4 - Scenario 2 - p. 77 (in Telecourse Study Guide)

Required Assignment #2 - Test #2 – **Due by designated due date**
Lesson 9 - Scenario 2 - pp. 146-147 (in Telecourse Study Guide)

Required Assignment #3 - Test #3 – **Due by designated due date**

Required Assignment #4 - Test #4 – **Due by designated due date**
Lesson 26 - Scenario 2 - p. 401 (in Telecourse Study Guide)

OPTIONAL CASE PROBLEM ASSIGNMENTS

The optional case problem assignments are listed below to correspond to the test units. You may complete and turn in one optional case problem before Test #1, or before Test #2, or before Test #3. Use format on page 10.

Optional Assignment #1 - Test #1 – **Due with Required Case Problem #1**
Lesson 7 - Scenario 2 - pp. 116-117 (in Telecourse Study Guide)

Optional Assignment #2 - Test #2 – **Due with Required Case Problem #2**
Lesson 14 - Scenario 1 - p. 214 (in Telecourse Study Guide)

Optional Assignment #3 - Test #3 – **Due with Required Case Problem #3**
Lesson 21 - Scenario 1 - pp. 319-320 (in Telecourse Study Guide)
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Case Problem Format

In preparing your case problems during the semester, please use the following directions:

1. Completely fill out a M & M Center cover sheet.

2. At the top right-hand corner of each page of your paper type:
   a. your name
   b. your Student ID number
   c. the page number

3. In the top center of page one, type "Business Law Case Problem No___. The problem number will be a combination of the lesson number and scenario number; e.g., if you were doing scenario 2 in Lesson 4 on pages 79-80, it would be "Business Law Case Problem No 4-2".

4. Each case problem has five questions following the narrative. These questions are set apart by dots in front of the question. You must answer all five questions in order to complete the case problem.
   For each question:
   a. Type/write the entire question, including the question number.
   b. Type/write the word - Answer- below the question and then complete the answer.
   c. Type/write the second question, etc.

5. Number the paragraphs on your paper to correspond to the question number, e.g., in Case Problem No 4-2:
   a. Paragraph number one on your paper should answer the questions "Is a court likely to view the agreement between Sharp and the Johnsons as a legally enforceable contract? Why or why not?"
   b. Paragraph number two on your paper should answer the question "What factors support your answer?"

6. In each case problem:
   a. Question one is asking for your conclusion and the general legal theory upon which you base that conclusion.
   b. Questions two and three are asking you to relate the facts of the case problem to the legal theory and to consider both sides of the issues.
   c. Questions four and five are asking for reasonable alternatives which would have avoided the problem or misunderstanding.
Receiving Your Final Semester Grades:

End-of-semester grades will not be mailed to you by the college.

INTERNET ACCESS TO GRADES

Go to the Dallas County Community College District website (http://www.dcccd.edu).

1. Click on eConnect, then select ‘Current Credit Student Menu’.
2. Under the heading ‘My eConnect Account’, select Log In.
3. Enter your seven-digit student ID number (not your Social Security number.)
4. Enter your password or, if this is your first time to use the system, enter your date of birth.
5. Under the heading ‘My Personal Information’, select Check My Grades.
6. Select the term and grade type that you wish to review, then click on ‘Submit’.