

BUSN 2275-30 Business Law Syllabus

(3 UNITS) DISTANCE LEARNING OFFLINE

COURSE DESCRIPTION:

This course is a survey of the principles of business law with particular emphasis given to contracts, sales, negotiable instruments, and trade regulations.

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended.

Prerequisite: None

Instructor: Jane Cuellar

E-Mail: jcuellar@taft.org

Telephone: 661-763-7700

Office Hours: Mondays. 8:15 am – 9 am (via phone) or by appointment

Class Schedule: August 24 – December 17

REQUIRED MATERIALS:

Rental Textbook: Business Law: Law for Business, 9th ed. Barnes, Dworkin, & Richards, ISBN 0-07-297611-X/978-0073-136-189. McGraw-Hill, 2006. Contact the college book store for rental information, 661-763-7731.

Optional Purchase: Student Workbook & Study Guide, 9th ed. 2005. ISBN: 0—07-297615-2/-978-0072-976-151. Strongly Recommended. Answers are available at the following website to allow you to check your work: <http://www.mhhe.com/barnes9ewb>

ATTENDANCE POLICY

The format of the class allows complete student control of their work schedule within the confines of deadlines established by the course calendar. Work on the class every week. Continuous work is necessary for success. Expect to spend 8 to 10 hours per week reading, completing assignments, and taking exams

ASSIGNMENTS

Graded assignments consist of open book multiple choice exams and essays, as well as unit open book exams. The Midterm and Final Exams are proctored. Students should contact me during the first week of class via e-mail or telephone to let me know you are beginning the course-this is considered the first assignment. Assignments must be received at Taft College or be

postmarked/submitted by the due date. Late assignments will receive reduced points. Students may be dropped from the class if they are not making "continuing progress" defined as turning in work as scheduled. Those wishing their work returned should provide a self addressed stamped envelope for this purpose. Midterm and Final examinations will not be returned. They may be viewed at the Taft College LRC upon request. Grade information will be provided by email or postal mail at your request.

All work is expected to be completed and delivered on time. Students can submit their work via U.S. postal mail (postmarked by the due date), the LRC on campus, the TC aides at TCI, or attachment using ETUDES online. Students are expected to work independently. This course is not delivered online through the Etudes program although you are encouraged to submit work and communicate with the instructor through ETUDES. Using ETUDES will provide more timely feedback. Late assignments will not be accepted after the midterm and final exams (see calendar).

PROCTORS

The LRC at Taft College has proctoring hours, or see the **Proctor Identification Procedures** for directions on how to set up a proctor for approval. **You must have written approval by the second week of class to use a proctor** (no approval is necessary to use Taft College LRC proctors). Proctored tests are available at the college LRC, TCI Lab, and from **approved** proctors.

GRADING POLICY:

Your semester grade will be based on the following:

Chapter Homework	10%
Unit Exams-open book	30%
Midterm Exam-proctored	25%
Essays	10%
Final Exam-proctored	25%

GRADING SCALE: 90% A, 80% B, 70% C, 60% D, <60% F

Chapter homework scores should be close to 100% since they are a study tool. Don't hesitate to ask if you need help. The ETUDES discussion area is available to interact with other students online.

Chapter open book tests are scored as follows:

Score Points earned

90-100%	100% of points
85-90%	90% of points
80-85%	80% of points
70-80%	70% of points
60-70%	60% of points
<60% correct	Actual-maximum 50%

CHAPTER ASSIGNMENTS:

UNIT 1

Foundations of Law, Contracts,
CH 1, 8-12
Unit 1 Exam

UNIT 2

Contracts, Sales
CH 13-18
Unit 2 Exam

UNIT 3

Sales, Agency, Business Organizations
CH 19-23, 25
Unit 3 Exam

UNIT 4

Bus. Organizations, Property
CH 26, 27, 31, 32, 33, 35
Unit 4 Exam

UNIT 5

Insurance, Commercial Paper & Credit
CH 36-39, 41-42
Unit 5 Exam

CALENDAR:

The calendar is intended as a suggested pace for covering the material which parallels the traditional classroom course. Students are only bound by the deadlines for work to be turned in. Work due before the midterm and final exams must be turned in by those dates to receive credit.

The final exam must be received at Taft College by Dec 16!

Week	Assignment(s)	Due Date
1	Ch 1 & 8	8/28
2	Ch 9 & 10	9/4
3	Ch 11 & 12	9/11
4	Unit 1 Open Book Exam	9/14
5	Ch 13 & 14	9/18
6	Essay 1-Contracts	9/25
	Ch 15 & 16	9/28
7	Ch 17 & 18, Unit 2 Open Book Exam	10/5
8	Ch 19 & 20	10/9
9	Ch 21-23	10/16
10	Essay 2-Sales	10/20
	Ch 25, Unit 3 Open Book Exam	10/23
	Midterm Exam (proctored)	10/27
11	Ch 26, 27, & 31	11/2

12	Ch 32 & 33	11/6
13	Ch 35, Unit 4 Open Book Exam	11/13
14	Essay 3-Negotiable	11/20
	Ch 36 & 37	11/20
15	Ch 38 & 39	11/30
16	Ch 41 & 42	12/7
	Unit 5 Open Book Exam	12/9
	Final Exam (proctored)	12/14