I. INTRODUCTION

A. Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

B. BUSG 2305 is a required course in the Business Management, Applied Management, Marketing and Sales Management, and Office Management degree and certificate programs and may be taken as an elective in other degree plans.

C. This course is occupationally related and serves as preparation for a career in general business management.

D. Prerequisites: None

E. Alphanumeric coding used throughout this syllabus denotes integration of the Secretary=s Commission on Achieving Necessary Skills (SCANS) occupational competencies (CA, B, C1, 2, etc.) and foundation skills (FA, B, C1, 2, etc.) for this course. The instructor will ensure the designated SCANS competencies and skills are addressed in the course. A detailed description of each competency/skill is contained in AA SCANS Report for America 2000, @ Executive Summary, furnished

II. LEARNING OUTCOMES
Upon successful completion of this course, BUSG 2305, the student will be able to:

A. Define fundamental legal terminology regarding the judicial system, torts, contracts, agency, and property.

B. Differentiate between business ethics and legal issues.

C. Identify and explain required elements of torts, requirements of contracts, and elements of agency, and concepts of property in a legal framework as applied to business and individuals.
D. The following SCANS competencies and foundation skills will be covered in this course:

1. Competencies
   a. Resources
      (1) Time (CA1)
   b. Information
      (1) Acquires/uses (CC1)
      (2) Organizes/maintains (CC2)
      (3) Interprets/communicates (CC3)

2. Foundation Skills
   a. Basic Skills
      (1) Reading (FA1)
      (2) Writing (FA2)
      (3) Listening (FA4)
      (4) Thinking skills (FA5)
      (5) Reasoning (FB6)
   d. Personal Qualities
      a. Responsibility (FC1)
      b. Self-esteem (FC2)
      c. Sociability (FC3)
      d. Self-management (FC4)
      e. Integrity/honesty (FC5)

III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through www.ctcd.edu/books

IV COURSE REQUIREMENTS

2. Reading Assignments: Read text assignments prior to class and be prepared to discuss the text material, answering instructor questions orally with well-organized thoughts and ideas. (CC3, FA1 & 5)

3. Class Attendance: (Refer to CTC Catalog, Page 54 for detailed policy). You are expected to attend each class period, be on time and stay the full class period or be counted absent. You are responsible for all course material missed due to absence. The instructor does not provide class notes for classes missed. (FC1 & 4)
VIII. EXAMINATIONS (CC1-2, FC2)

A. There will be three (3) scheduled examinations, each worth Twenty-Five Percent (25%) of your final course grade. The exam schedule will be provided by the instructor in a supplemental syllabus. The type of exam questions (essay, multiple choice, fill-in, true-false) will be specified by the instructor during pre-exam reviews. Make-up exams will be given only in cases of excused absences.

B. A student must be present for all exams, unless excused by the instructor. Students who know in advance that they will be absent due to school-sponsored trips, military duty or orders, or any valid reason, must arrange to take an early exam. Make-up exams will be at the sole option of the instructor.

IX. RESEARCH PAPER (CC1-3, FA2)

A. There will be a research paper, worth Twenty-Five Percent (25%) of your final course grade. The completion date will be provided by the instructor in a supplemental syllabus. The research topic and guidelines for the paper will be provided in written instructions by the instructor.

2. SEMESTER GRADE COMPUTATIONS

<table>
<thead>
<tr>
<th>Examination and Point Value</th>
<th>Point-to-Grade Ratio</th>
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<tbody>
<tr>
<td>Exam 1 100 points</td>
<td>360 - 400 = A - Superior</td>
</tr>
<tr>
<td>Exam 2 100 points</td>
<td>320 - 359 = B - Above Average</td>
</tr>
<tr>
<td>Exam 3 100 points</td>
<td>280 - 319 = C - Average</td>
</tr>
<tr>
<td>Research Paper 100 points</td>
<td>240 - 271 = D - Passing, but</td>
</tr>
<tr>
<td>TOTAL 400 points</td>
<td>0 - 239 = F - Failure</td>
</tr>
</tbody>
</table>

3. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

a. Course Withdrawal: It is the student's responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student and by the instructor.
CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is as follows.

<table>
<thead>
<tr>
<th>Session Length</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>10-week session</td>
<td>Friday of the 8th week</td>
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<tr>
<td>8-week session</td>
<td>Friday of the 6th week</td>
</tr>
<tr>
<td>5-week session</td>
<td>Friday of the 4th week</td>
</tr>
</tbody>
</table>

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of "W" provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

b. **Administrative Withdrawal**: An administrative withdrawal may be administered by the instructor when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

c. **Incomplete Grade**: The College catalog states, an incomplete grade may be given in those cases where the student has completed the majority of the course work, but because of personal illness, death in the immediate family, or military orders, the student is unable to complete all the requirements for a course. Prior approval from the instructor is required before the grad of AI® for Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an AF® for the course.

d. **Cellular Phones and Beepers**: Cellular phones and beepers shall be turned off while the student is in the classroom or laboratory.

e. **Americans With Disabilities Act (ADA)**: Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website
at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

f. **Instructor Discretion**: The instructor reserves the right of final decision in course requirements and grades.

g. **Civility**: (FC3) Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion. Courtesy to fellow students and the instructor shall be expected.

h. **Honesty and Integrity**: (FC5) All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following will be considered examples of scholastic dishonesty:

- Plagiarism: The taking of passages from writing of others without giving proper credit to the sources.
- Collusion: Using another=s work as one= s own; or working together with another person in the preparation of work, unless joint preparation is specifically approved in advance by the instructor.
- Cheating: Giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of AF® and will be subject to disciplinary action.

i. **Academic Freedom**: (CC3, FC1 & 5) The principle of academic freedom shall be adhered to in this course. During class discussion periods, students are encouraged to express opinions on those occasions where topics are opened up for discussion. Such opinions shall not be the basis of course grades.

4. **COURSE OUTLINE**

a. **Unit One**: The Legal Environment of Business (Chapters 1-5)

- **Learning Outcomes**: Upon successful completion of this unit, the student will be able to define and apply the following terms and concepts:
• What is law?
• The common law tradition
• Sources of American law
• Civil vs Criminal Law
• How to find primary sources of Law
• How to read and understand case law
• Jurisdiction
• Venue
• Standing
• State court systems
• The federal court system
• Jurisdiction of the federal courts
• Jurisdiction of the federal courts
• How cases reach the Supreme Court
• Judicial review
• Alternative dispute resolution
• Procedural rules
• Consulting with an attorney
• Pretrial procedures
• At the trial
• Posttrial motions
• The appeal
• The constitutional powers of government
• Business and the Bill of Rights
• Other constitutional protections
• The basis of tort law
  aa. Intentional torts against persons
  bb. Intentional torts against property
  cc. Negligence
  dd. Strict liability

• Learning Activities:

  • Classroom lecture and discussion (FA4)
  • Reading assignments (FA1)
  • Homework and other assignments designated by the instructor (CC1, FC1)

• Unit Outline: Follow the sequence of unit learning outcomes.

b. Unit Two: Contracts (Chapters 10-18)
• **Learning Outcomes:** On successful completion of this unit, the student will be able to define and apply the following terms and concepts:

- The function of contract law
- Definition of a contract
- Freedom of contract and freedom from contract
- The basic requirements of a contract
- Types of contracts
- Interpretation of contracts
- Requirements of the offer
- Termination of the offer
- Acceptance
- Contract formation in the electronic age
- Legal sufficiency of consideration
- Adequacy of consideration
- Contracts that lack consideration
- Problem areas concerning consideration
- Minors
- Intoxicated persons
- Mentally incompetent persons
- Aliens
- Mistakes
- Fraudulent misrepresentation
- Nonfraudulent misrepresentation
- Undue influence
- Duress
- Adhesion contracts and unconscionability
- Legality
- Statute of frauds
  - The parol evidence rule
  - Assignments and delegations
    - Third party beneficiaries
  - Conditions
  - Discharge by performance
  - Discharge by agreement
  - Discharge by operation of law
  - Damages
  - Rescission and restitution
    - Special performance
    - Reformation
  - Recovery based on quasi contract
  - Election of remedies
  - Waiver of breach
oo. Contract provisions limiting remedies

• **Learning Activities:**

  - Classroom lecture and discussion (FA4)
  - Reading assignments (FA1)
  - Homework and other assignments designated by the instructor (CC1, FC1)

• **Unit Outline:** Follow the sequence of unit learning outcomes.

c. **Unit Three:** Agency, Business Organizations, and Property (Chapters 31-34, 38, 46-47)

• **Learning Outcomes:** On successful completion of this unit, the student will be able to define and apply the following terms and concepts:

  - Agency relationships
  - Formation of the agency relationship
  - Duties of agents and principals
  - Remedies and rights of agents and principals
  - Scope of agent's authority
  - Liability for contracts
  - Liability for agent's torts
  - Liability for independent contractor's torts
  - Liability for agent's crimes
  - Liability for subagent's acts
  - Termination of an agency
  - Terms and concepts to review
  - Sole proprietorships
  - Partnerships
  - Corporations
  - Major business forms compared
  - Other organizational forms
  - Private franchises
  - Limited liability companies (LLCs)
  - Definition of partnership
  - The nature of partnerships
  - Partnership formation
  - Partnership operation
  - Limited liability partnerships (LLPs)
  - Partnership termination
• Limited partnerships
  aa. The nature of the corporation
  bb. Corporate powers
cc. Classification of corporations
dd. Corporate formation
ee. Improper incorporation
ff. Disregarding the corporate entity
  gg. Corporate financing
hh. Define real and personal property
ii. Acquiring ownership of personal property
jj. Principles of bailment
kk. Nature of real property
ll. Acquiring ownership of real property
  mm. Transfer of ownership

• Learning Activities:
  • Classroom lecture and discussion (FA4)
  • Reading assignments (FA1)
  • Homework and other assignments designated by the instructor (CC1, FC1)

• Unit Outline: Follow the sequence of unit learning outcomes.