I. INTRODUCTION

A. The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

B. Prerequisites: High school coursework in U.S. history and government, or equivalent.

C. Alphanumeric coding used throughout this syllabus denotes integration of the Secretary’s Commission on Achieving Necessary Skills (SKANS) 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 “A SCANS Report for America 2000,” Executive Summary.

II. LEARNING OUTCOMES

Upon successful completion of this course, Business Law, the student will be able to:

A. Describe the origins and structure of the U.S. legal system.
B. Describe the relationship of ethics and law in business.
C. Define relevant legal terms in business.
D. Explain basic principles of law that apply to business and business transactions.
E. Describe business law in the global context.
F. Describe current law, rules, and regulations related to settling business disputes.

G. 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)

b. Personal Qualities
   (1) Responsibility (FC1)
   (2) Self-esteem (FC2)
   (3) Sociability (FC3)
   (4) Self-management (FC4)
   (5) Integrity/honesty (FC5)

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

IV. COURSE REQUIREMENTS

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

B. 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)

C. Chapter Quizzes, Discussion Boards or Research Paper – Students will either have quizzes, discussion boards or a research paper in the course. Students will be expected to make an oral presentation of the paper in class. 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. There will be a 10 point grade reduction for all research papers handed in late.

D. Discussion Boards/Participation: The discussion boards will be completed in Blackboard or in the classroom, depending on delivery mode and instructor.

E. Mindtap Assignments from Cengage learning

V. EXAMINATIONS
A. Syllabus Quiz: At the beginning of the class there will be a quiz on the content of this course syllabus or Eaglemail assignment
B. Major Exams: There will be four exams.

C. Spot Quizzes: The instructor may administer pop or spot quizzes from time to time throughout the semester.

VI. SEMESTER GRADE COMPUTATIONS

<table>
<thead>
<tr>
<th>Grade Components</th>
<th>Possible Points</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>100 points</td>
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<tr>
<td>Exam 2</td>
<td>100 points</td>
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<tr>
<td>Exam 3</td>
<td>100 points</td>
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<tr>
<td>Exam 4</td>
<td>150 points</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>280 points</td>
</tr>
<tr>
<td>Discussion Board Assignments</td>
<td>100 points</td>
</tr>
<tr>
<td>Mindtap Assignments</td>
<td>100 points</td>
</tr>
<tr>
<td>Student Introduction / Eaglemail</td>
<td>50 points</td>
</tr>
<tr>
<td>Syllabus Quiz</td>
<td>20 points</td>
</tr>
<tr>
<td>Total</td>
<td>1000 points</td>
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</tbody>
</table>

This is how your course grade will be determined:

<table>
<thead>
<tr>
<th>Course Grade Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
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<tr>
<td>Points</td>
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</tbody>
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VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR
VIII. ADDITIONAL INSTRUCTIONS FROM INSTRUCTOR

A. Course Withdrawal: 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. The withdrawal form must be signed by the student.

The form 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.

- 10-week session: Friday of the 8th week
- 8-week session: Friday of the 6th week
- 5-week session: Friday of the 4th week

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 may not withdraw from a class for which the instructor has previously issued the student a grade of "F" for scholastic dishonesty.
B. **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 “IP” for Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an “F” for the course.

C. **Cellular Phones and Beepers:** Cellular phones and beepers will be turned off while the student is in the classroom.

D. **American’s 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](http://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.

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

F. ** Civility:** Individuals are expected to be cognizant of what 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.

G. **Honesty and Integrity:** 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:

   a. **Plagiarism:** The taking of passages from writing of others without giving proper credit to the sources.
   b. **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.
   c. **Cheating:** Giving or receiving information on examinations.

**VIII. COURSE OUTLINE**

A. Unit One: The Legal Environment of Business (Chapters 1-4)
   1. Learning Outcomes: Upon successful completion of this unit,
the student will be able to define and apply the following terms and concepts:

a. Define business activities and the law in general, and why ethics in business is important.
b. List the sources of American law.
c. Describe the use of the Common Law tradition that is used in American law in the past and present.
d. List the schools of jurisprudential thought.
e. Describe the classifications of law and how to find primary sources in law and how to read and understand case law.
f. Describe the role of the judiciary in American government and list basic judicial requirements.
g. Distinguish between the State and Federal court systems in American law.
h. Define alternative dispute resolution, both domestic and international.
i. List the procedural rules and how they apply in all aspects of court procedures.
j. Describe the authority to regulate business of the Constitution.

2. Learning Activities
   a. Classroom lecture and discussion (FA4)
   b. Reading assignments (FA1)
   c. Homework and other assignments designated by the instructor (CC1, FC1)

B. Unit Two: Torts and Crimes (Chapters 6-10)
1. Learning Outcomes: Upon successful completion of this unit, the student will be able to define and apply the following terms and concepts:

   a. Define Tort Law and how it applies to privacy and business.
   b. List and describe the duties involved in negligence.
   c. Describe the defenses to negligence.
   d. Describe special negligence and the doctrines and statutes associated with it.
   e. Define strict liability.
   f. Define intellectual property and describe: copyrights, patents, cyber marks, and trade secrets.
   g. Distinguish between domestic and international protection of intellectual property.

2. Learning Activities
   a. Classroom lecture and discussion (FA4)
   b. Reading assignments (FA1)
c. Homework and other assignments designated by the instructor (CC1, FC1)

C. Unit Three: Contracts and E-Contracts (Chapters 11-19)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to define and apply the following terms and concepts:
   a. Distinguish between agreements and agreements in e-contracts.
   b. Describe international treaties affecting e-contracts.
   c. Describe the various forms of consideration in business law and what the exceptions might be.
   d. Define settlement in reference to business law.
   e. Describe contractual capacity.
   f. Define and describe legality.
   g. Define contract law and the elements of and types of contracts.
   h. Define quasi contracts.
   i. Describe the rules of interpreting contract.
   j. Define the Uniform Electronic Transactions Act.

2. Learning Activities
   a. Classroom lecture and discussion (FA4)
   b. Reading assignments (FA1)
   c. Homework and other assignments designated by the instructor (CC1, FC1)

D. Unit Four: Bankruptcy Law, Agency, and Employment (Chapters 31-33)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to define and apply the following terms and concepts:
   a. Describe bankruptcy law and how it affects the debtor.
   b. Define and list liquidations proceedings, reorganizations and bankruptcy relief.
   c. Describe agency, the formation of agency relationships, the duties of the agents and the principles, and the rights and remedies of the agents and principals.
   d. Define the scope of an agent's authority.
   e. Identify the liability for contracts, torts, and crimes.
   f. Illustrate when termination of an agency is appropriate.

2. Learning Activities
   a. Classroom lecture and discussion (FA4)
   b. Reading assignments (FA1)
   c. Homework and other assignments designated by the instructor (CC1, FC1)
E. Unit Five: Business Organizations (Chapters 36-40)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to define and apply the following terms and concepts:
   a. Describe sole proprietorships and franchises.
   b. Identify the basic concepts of partnerships, how they are formed, how they operate, how a partner is dissociated, and how a partnership is terminated.
   c. Distinguish between limited liability partnerships and limited partnerships.
   d. Define limited liability company.
   e. Describe how an LLC operates and is managed.
   f. Describe the dissociation and dissolution of an LLC.
   g. List special business forms and how they are utilized.
   h. Describe the nature and classification of corporations, including how they are formed, what their powers are, how to go about piercing the corporate veil, and corporate finance.
   i. Define the role and duties of corporate directors, officers, and shareholders.

2. Learning Activities
   a. Classroom lecture and discussion (FA4)
   b. Reading assignments (FA1)
   c. Homework and other assignments designated by the instructor (CC1, FC1)

F. Unit Six: Types of Property Ownership (Chapters 48-49)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to define and apply the following terms and concepts:
   a. Differentiate between personal property and real property.
   b. Describe fixtures and how they apply to property.
   c. List the different means of acquiring ownership of personal property.
   d. Define and describe bailments.
   e. Examine the nature of real property and how it applies to all aspects of ownership based on this lesson.

2. Learning Activities
   a. Classroom lecture and discussion (FA4)
   b. Reading assignments (FA1)
   c. Homework and other assignments designated by the instructor (CC1, FC1)