

COURSE SYLLABUS [aka GREENSHEET]

DE ANZA COLLEGE BUSINESS DEPARTMENT

BUSINESS LAW I: INTRODUCTION TO BUSINESS LAW

INSTRUCTOR: JOHN RITCHIE

RITCHIEJOHN@FHDA.EDU

OFFICE HOURS: TUESDAY 2:30pm - 3:30pm

P/T FACULTY OFFICES; BALDWIN WINERY BUILDING

BASEMENT

COURSE OBJECTIVES

To provide an introduction to the American legal system and laws applicable to businesses, business owners and managers, with an emphasis on contract law, sales and agency laws, the impact of the legal system on business, and ethical considerations in the business environment.

STUDENT LEARNING OUTCOMES

Through classroom attendance, participation in discussion, written exercises and examinations, students will be expected to be able to do the following:

1. Demonstrate a knowledge of basic legal terminology and basic tort, constitutional, criminal, administrative and contract law.
2. Identify ethical issues in a business law context and evaluate factually simple contract issues using basic common law or UCC rules.

REQUIRED MATERIALS

Textbook: Jeffrey F. Beatty and Susan S. Samuelson, *Selected Materials from Essentials of Business Law, Custom Edition for De Anza College, 4th Edition*, Cengage Learning 2012. Copies may be available for rental at the De Anza Bookstore. Copies are also on reserve at the De Anza library.

Course Pack: Informational materials and reading for Homework assignments. In Bookstore.

Test supplies: Four (4) Scantron sheets (for the exams); a #2 (soft lead) pencil; and a good eraser. Scantron sheets can be purchased in the Bookstore.

EMAIL AND INTERNET ACCESS

Email is the primary means of communication between the Instructor and students. Email from the Instructor will be sent to the email address you used to register. **If you wish to use a different email address, be sure to change the address listed in the Class Roster on the De Anza My Portal website: MYPORTAL.FHDA.EDU.** Class materials will also be posted on the **Course Studio** page for this class on the *My Portal* website. Email to the Instructor should be sent to RITCHIEJOHN@FHDA.EDU

COURSE REQUIREMENTS

Attendance/Group Discussion/Class Participation: Attendance and participation are required. Unexcused absences and unsatisfactory participation in class will lower your grade. Attendance will be taken during each class. ***In order for an absence to be excused, you must notify the Instructor in advance that you will not attend the class: RITCHIEJOHN@FHDA.EDU***

NOTICE: Any student who is registered for the class and does not attend on the first day will be dropped from the class roster, as required by law. The only exception is if the student communicates directly with the instructor to confirm the student's intention to stay in the class. After the first class, any student who has an

unexcused absence from any of the next three classes (first two weeks of the quarter) will be dropped from the roster unless the student communicates directly with the instructor to confirm the student's intention to stay in the class.

After the first two weeks of the quarter, if a student has three (3) consecutive unexcused absences, the Instructor will notify the student that no additional work will be graded unless the instructor receives confirmation that the student wishes to continue in the class. If the student does not respond and the deadline for Instructor Drops has not yet passed, the Instructor will drop the student from the roster. If the deadline has passed and the Instructor can no longer drop the student, then it is **the student's** responsibility to notify the Registrar's office that he or she is withdrawing from the course. Any student with three consecutive unexcused absences who has not been dropped by the Instructor or who has not officially withdrawn from the course before the deadline for a W, will receive an F as the letter grade for the course. **After the first two weeks of the quarter, attendance is self-reported on class activity sign-in sheets. False reporting of attendance will result in loss of points not only for the person who is not present, but also for everyone else whose name is on the falsified sign-in sheet.**

Reading assignments: Students are expected to complete the day's reading before each class and to be prepared for classroom discussion.

Examinations: There will be four multiple-choice exams, each of which will test new material that has not been covered by a previous exam (i.e. the "final" exam will not be comprehensive). There will be no makeup exams, but if a student can document *in advance* a legitimate reason for missing an exam, an appropriate accommodation may be arranged with the Instructor.

Homework: In addition to reading assignments, homework assignments will be given out on the dates indicated in the Class Schedule. Homework assignments are discussed in class on the day they are given out (always on a Thursday) and are due no later than midnight on the immediately following *Saturday*.) Homework assignments will also be posted on the Course Studio website. Unless otherwise agreed in advance, homework must be turned in as a printable document attached to an email (or as text in the body of the email message). The subject line of the email must contain the word "homework" or "H/W" and the assignment number. Your name must be on your homework. Emails sending in homework will not be opened until the Instructor is grading homework. Late homework will not be graded. **Homework assignments are expected to be the individual work of each student. Copied work and work products that bear unmistakable signs of collaboration will be penalized and in cases of repeat occurrence will not be graded. Students who submit homework that is not their own work will be ineligible for extra credit assignments.**

PIN Assignment: The Instructor will assign each student by email a unique 4 digit number (PIN) for the purpose of maintaining your anonymity when interim scores and final grades are posted online. If you wish to substitute a different number of your preference for your assigned PIN, send your preferred replacement number to the Instructor by email. You will need your PIN to identify your interim point totals and final grade when they are posted on the Course Studio website.

Grading Policy: The final grade for the class will be determined on the basis of points earned for work completed during the quarter. The components of the final course grade will be as follows: Exams (4 @ 15 points each) = 60 points; Class Participation (SIPI @ 2 points and BLT @ 3 points) = 5 points; Attendance = 10 points; Homework (5 @ 5 points each) = 25 points. The Instructor reserves the right to use a "curve" to add points to any of the grading components. 55 points are required to pass the course. There will be opportunities during the quarter for students to earn extra credit points. Letter grades will be assigned at the end of the quarter based on the following conversion scale:

Total accumulated points	Letter grade
100 or above	A+
90.0 - 99.9	A
86.6 - 89.9	B+

80.0 - 86.5	B
75.6 - 79.9	C+
70.0 - 75.5	C
63.0 - 69.9	*D+
55.0 - 62.9	*D
Below 55	F

***NOTE: FOR TRANSFER PURPOSES CERTAIN SCHOOLS WILL NOT GIVE CREDIT FOR GRADES BELOW "C"**

No Make Ups: For the evaluation process to be fair to every student, the conditions of evaluation must be as uniform as possible. Fairness is compromised if some students take tests or submit assignments on days after the tests are given in class or after the assignment is due. In the interest of fairness, no make-up exams will be given and late assignments will be penalize.

CONTACTING THE INSTRUCTOR:

1. In the classroom.
2. Email RITCHIEJOHN@FHDA.EDU
3. By appointment.
4. During Office Hours: **TUESDAY 2:30pm - 3:30pm in BALDWIN P/T FACULTY OFFICES.**

ACADEMIC INTEGRITY POLICY

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means. Cheating includes, but is not limited to: copying, in part or in whole, from someone else's test or homework; collaborating with another student on homework without the instructor's permission; submitting work presented previously in another course, if contrary to the rules of either course (no work from a prior course may be submitted in this course); altering or interfering with grading, using or consulting, during an examination any sources (e.g., consulting with others, use of electronic equipment including cell phones and PDA's) or use of materials not authorized by the instructor; or committing other acts that defraud or misrepresent. Sharing homework assignments is not permitted.

Plagiarism is representing the work of someone else as your own. Plagiarism includes, but is not limited to: incorporating the ideas, words, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit, and representing the product as one's own; representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings or sculptures as your own; submitting a paper purchased from a research or term paper service, including the internet; or undocumented Web source usage.

Cheating, plagiarism and other forms of academic dishonesty, including the following are strictly forbidden: purposely allowing another student to copy your work during a test; giving homework, term paper or other academic work to another student to plagiarize; having another person submit work in your name; lying to an instructor or college official to improve your grade; altering graded work after it has been returned, then submitting the work for re-grading; stealing tests; forging signatures on college documents; or collaboration without permission from the instructor.

Students who violate these rules will receive an F for the course, and their behavior will be reported to the VP of Instruction.

CLASSROOM BEHAVIOR

Any student disrupting the class may be asked to leave. De Anza College will enforce all procedures set forth in the Student Standards of Conduct and the appropriate remedial and/or disciplinary steps will be taken when violations occur.

To minimize distractions, please silence all cell phones and other electronic devices. Please do not use cell phones or other devices to make or receive calls or to receive or send email or text messages during class. If there is an emergency, we will be notified by the Administration or by Campus Police. If you use a computer to take notes, please take into account the potential for distracting yourself and your classmates and refrain from going online during class. Gaming, accessing social media

websites, emailing and sending or receiving text or instant messages during class are not permitted. The use of photographic or other recording devices during class without permission is also prohibited.

DISCLAIMER

General principles of law are discussed in this course, not the law of any particular jurisdiction. Nothing said or written by the Instructor before, during or after class constitutes legal advice.

[REVISED JANUARY 2016]