**GLENDALE COMMUNITY COLLEGE BUSINESS DIVISION**

**Business Law**

**BUSAD 120**

**Instructor: Ms. Lorraine Bishop**

Ticket #: 1114 & 3334 , Semester: Fall 2017 Class Days/Hours: On-line

**Mandatory Course Check-In Assignment** described in the Welcome Letter must be completed by September 3rd or students will be dropped from the course.

**Final**: Final exam Friday, due by 12/9

**Synchronous Class Activity (skype**): Mandatory 1 per week participation. M: 8 – 8:30 or 8:35 – 9:10 pm or Wednesday 8 – 8:30 or 8:35 – 9:10 pm

**Skype Office Hours**: W 8:35 – 9:00 pm. by appointment.

**Contact Information:** Telephone: (626) 617 - 4549 Email Address: lorraineb@glendale.edu. I will respond to your email within 24 hours M – F, and 48 hours on weekends and holidays. If you do not hear from me within this time, or you have an emergency please text me advising me you have sent me an email and need to speak with me. All emails must have subject lines identifying your class and nature of question or they will not be recognized.

**Text: Business Law Select Text & Cases for BUSAD120 13e, Clarkson/Miller/Cross**

**Course Description**

This is a 3-unit course that is designed to develop your basic understanding of the concepts of contract, tort, and criminal law, as it applies to today’s business environment. The court and dispute resolution systems will be of importance to this business application. As E-Commerce grows new applications of traditional legal concepts must grow and expand to adjudicate legal disputes within this area. Because of recent and recurring breaches of law and ethics, business practices and their legal consequences will be viewed from an ethical perspective.

This course is geared toward learning through case briefing and case analysis, and requires proficiency in writing. Considerable discipline, reading and writing is required. Collaborative and class tools will include, Canvas Discussions, and Skype.

I am looking forward to working closely with you this semester, and you can expect me to play an active role in the course. I will post announcements every week within Canvas, join you in weekly class discussions via Skype to help you understand course concepts, facilitate class discussions in the Discussion Forums in Canvas. I will closely read and provide feedback to each of your contributions to the Discussion Forums. If you need additional help please reach out to me – that’s why I am here! There will also be a Student Forum for you to ask help from other students, or to vent to other students.

**Prerequisites:**

* Advanced reading, note-taking, study, group participation and writing skills.
* Command of Canvas and Microsoft Word. Use of chat rooms and discussion groups.
* Command of Skype & participation in one weekly Skype sessions.
* Command of Microsoft Word as assignments must be submitted as attachments through Moodle course management.
* Use of Adobe Reader.
* All Assignments posted in Canvas must be submitted in Canvas.

**Pacing:**

A significant amount of reading is required during this course. You are expected to start reading as soon as you are enrolled in class. Start early and keep reading. Supplementary readings will be posted in Chapter. Chapter quizzes will be open for you to take as you work your way through the reading material. Chapter quizzes for each unit must be completed before taking a Unit Exam. Additional assignments will be posted during the course of the semester, & you are responsible for checking for communication through Canvas, and your GCC e-mail on a daily basis. Collaborative assignments will be based on specifically assigned readings. **I anticipate that you will need to devote at least 9 hours weekly to this course**.

**Disabled Students**

All students with disabilities requiring accommodations are responsible for deciding in a timely manner through the Center for Students with Disabilities and must communicate those needs to me.

**Course Objectives**

The student will strive to complete all required work as scheduled in order to improve his or her skills in understanding law and analyzing cases. Students will:

* Develop an understanding of the origin, language, intent and application of laws.
* Consider the adequacy of existing laws to respond to the growth in E-Commerce and global business.
* Apply traditional case briefing techniques and use IRAC in the analysis of factual situations.

**Student Learning Outcomes**

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**Textbook and Supplies**

 **Required**

* BUSINESS LAW: Select Text & Cases for BUSAD 120 13th Edition, Kenneth Clarkson, Miller, & Cross, South-Western Cengage Learning. (There is a special edition for GCC students. The full text is available on line)

**Course Requirements:**

* Assignments: This course will involve significant writing. An emphasis of all readings and substantive material will be a written analysis. You will need to read through each chapter as indicated in the schedule, or further developed. Additional reading may be assigned. Homework is assigned to apply and reinforce the concepts presented in the text.
* Attendance: Although there is no formal classroom setting, there will be weekly collaborative assignments. Like all assignments, these assignments, Chats, & Forums or Skype sessions will be graded. These sessions will be designed to reinforce your analytical and writing skills. Attendance in an online course is determined by participation in academically related activities. You will be considered preset if

there is evidence of your participation in course activities including, but not limited to, submitting an assignment, taking a test, participating in online discussions, and participating in skype sessions.

* + **Students must complete the check in assignment by February 23, or they will be dropped from the class**. It is posted in the Course Canvas page.
	+ Students who do not participate in class, that is, who consistently do not complete assignments, quizzes, respond to forums or participate in Skype sessions, will be dropped from the class for non-participation
	+ For clarification of the GCC attendance & Participation Policy please follow this link: <http://www.glendale.edu/index.aspx?page=6044>. Or glendale.edu/online>Student Center>What is GCC’s Attendance & Participation Policy.

After the 2nd week of class, per the Course Catalog, it is the student’s responsibility to drop from a class. If the class is not dropped, the student will receive an “F” and will be responsible for any fees.

* Profile picture: You are required to profile a professional style picture of yourself in Canvas profiles.
* Make-up policy: Make-ups on examinations, homework, tests or other graded activities will be allowed only with prior approval. No make-up will be allowed for class work that has not been excused as an emergency or serious illness. **No make-up is allowed for Quizzes or the Final Exam.**

# Examinations and Grading

## Grading Scale

 **A = 90%+, B = 80-89%, C = 70-79%, D = 60-69%, F = Below 60%**

## Grading Rubrics

|  |  |
| --- | --- |
| GRADE | DESCRIPTION |
| A | This assignment/document shows a mastery of legal concepts being used and if required a complete case analysis and IRAC.  |
| B | This assignment/document shows an understanding of legal concepts being used, and if required a case analysis and/or IRAC missing no more than one component.  |
| C | This assignment/document shows some understanding of the legal concepts, but is missing several components of required case analysis and/or IRAC.  |
| D | This assignment/document shows some understanding of the legal concepts being used, but it must be completely rewritten to correctly reflect those concepts and the use of case analysis and IRAC. |
| F | This assignment/document does not show an understanding of the concepts being reviewed. |

**Your final course grade will consist of a composite of the following:**

Study Guide Quizzes Approximately 20%

Unit Exams Approximately 40%

Weekly on line participation Approximately 40%

Any student who does not take the Final Exam will not pass the class.

**Academic Honesty Policy**

This instructor follows the Glendale Community College Honesty Policy as listed in the *Glendale Community College Catalog* and the *Student Handbook* (free at Information Desk near Admissions). Students are, at all times, required to do their own work. No copying of other students’ work, whether on a test or on routine classwork, is allowed at any time. Violation of any of these rules (i.e. cheating) could result in a lowering of the exam grade or the course grade to an F (e.g. a “Fail”), and the violator’s name and student I.D. number will be sent, with a description of the violation, to the Division Chair and to the Vice President of Instruction to be kept on record for future reference. The Dean of Student Activities may also be contacted for disciplinary action, if necessary.

All homework, in-class assignments, and tests must be completed individually by each student, unless assigned as a group project. Do not turn in assignments that have been completed by another person; do not allow any of your work to be used by another student. Be sure to properly acknowledge any words, ideas, or sources that are not your own to avoid plagiarism. A “0” will automatically be assigned for any work which is copied from another student. The student providing access to their work will also be given a “0” for the assignment or question which was copied.

**Please note: In the past I have had to report violations of the Academic Honesty Policy. This is not a good experience and the outcome can be detrimental to the violator’s academic standing. Do not assume that I do not read and compare the work product of all students.**

**ISSUES OR COMPLAINTS: Please address any issues you may have that are relative to this course *with me, your instructor*, either in person during my office hours (see above), by e-mail, or by telephone as early in the semester as possible (626) 617-4549. If you and I cannot resolve the issue, I will refer you to the division chair, Michael Scott,** mscott@glendale.edu**, 818 240-1000, Ext. 5746 or see Seda Melikyan in the Division Office, SR 311, Ext. 5484, for an appointment.**

# Class Assignments, Homework, and Other Activities: See Assignments in Canvas.