

Coffeyville Community College

BUSN-260
COURSE SYLLABUS

FOR

BUSINESS LAW I

Carolyn Nelson

Instructor

COURSE NUMBER:

BUSN-260

COURSE TITLE: Business Law I

CREDIT HOURS: 3

INSTRUCTOR: Carolyn Nelson

OFFICE LOCATION: Weinberg Hall Room 121

OFFICE HOURS: As posted

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PREREQUISITES: None

REQUIRED TEXT: Business Law, 10th ed., Henry Cheeseman,
Pearson Prentice Hall publishing

COURSE DESCRIPTION: An introduction to basic principles of law and the American legal system with emphasis on business applications. Topics covered will include the legal system, contracts, and negotiable instruments.

EXPECTED LEARNER OUTCOMES:

Part I – Introduction to Law/Courts and Court Procedure (Chapter 1-8)

1. Discuss the need for law and its society.
2. Identify common sources of law.
3. Describe the functions of the court.
4. Outline the procedures necessary to file a lawsuit.

Part II – Contracts (Chapters 9-17)

Section A – Nature

1. Define contracts.
2. Discuss the various classifications of contracts.

Section B – Offer and Acceptance

3. Identify a valid offer.

Section C – Consideration

4. Identify consideration.

Section D – Capacity to Contract

5. Identify individuals who may not have the capacity to contract.

Section E – Illegal Agreements

6. Define fraud.
7. Discuss contracts that are considered illegal.

Section F – The Written Contract

8. Identify contracts that are required to be in writing by the statute of frauds.
9. Discuss the effects of assignment on a contract.
10. Discuss the effects of delegation on a contract.

Section G – Third Parties and Contracts

11. Discuss the way in which a contract may be terminated by performance, law and impossibility.
12. Discuss the remedies of breach of contract.

Part III – Commercial Paper (Chapter 22)

13. Discuss negotiable instruments and how they are used in business.

Part IV – Agency & Employment Law (Chapter 31)

14. Discuss employment law.

LEARNING TASKS & ACTIVITIES:

This class will be taught by a combination of lecture, class discussion, and student exercises from selected text chapters. Lecture will be used to introduce new concepts. Class discussion will be used to clarify the concepts. Cases and exercises will be assigned to demonstrate the practical application of the topic under discussion.

ASSESSMENT OF OUTCOMES:

ATTENDANCE is important, because class concepts build on each other.

ABSENCES: Regular attendance is expected. Any student who has 7 unexcused absences will be dropped from the class for excessive absences, see Student Handbook under “Attendance Policy”.

College sponsored events will be counted as excused absences provided students complete all necessary assignments as designated by the instructor. Excused absences are to include academic competition, judging team competition, music events, official athletic events, field trips, and other College-sponsored events as approved by the Vice-President for Learning.

TARDY: You are counted tardy anytime that you come in after the attendance has been taken. Three tardies make an unexcused absence.

ELECTRONICS: Cell phones, iPods, and/or any other electronic devices are not allowed to be turned on during class time and should be out of sight. If you are caught using one of these devices you will be counted an unexcused absence for the class.

SLEEPING: You must be more than just physically present in class. You must pay attention—not talking to your neighbor, appearing to sleep, or doing work not related to this class. You must bring to class and use the assigned text. Uncooperative students will be dismissed from class for the day and counted absent.

Be courteous to the class. If lecture has started and the door is closed, do not stand at the door and knock. Consider yourself absent for the class. You will be counted as an unexcused absence. If the door is still open, come in quietly. You will be counted tardy.

Once class begins, you cannot get up and leave without specific permission from the instructor. If you have to leave without permission, do not return. You will be counted absent.

Be respectful to yourself, your classmates and your instructor. We can all work towards a good semester.

Daily Work will be assigned and students will be held responsible for completion. Students should come to class prepared to discuss exercises and cases.

Quizzes will be given periodically throughout the semester. No makeup quizzes will be given.

Projects will be assigned to students throughout the semester to practice skills learned in class. Some of these projects may be

assigned as in-class group work where you must be present to earn the points.

Exams use conceptual questions to test the student's comprehension and application of law concepts. The emphasis of the course is on problem solving, analytical thinking, and conceptual understanding. The exam format will be a combination of multiple choice questions, matching, and cases. Students will take four unit exams covering material discussed in "expected learner outcomes" section of the syllabus. Students who miss scheduled exams will be responsible for rescheduling a time to take the exam.

Grades will be based on the following:

Exams	40%
Daily Work	35%
Projects	20%
Quizzes	5%
<i>Total</i>	100%

<i>Grade</i>	<i>Percentage</i>
A	100-90%
B	89-80%
C	79-70%
D	69-60%
F	59-0%

Additional Information:

Student Responsibilities include, but are not limited to, being in class, and participating in discussions. If the student misses class for any reason, it is up to the student to find out what was missed. All materials discussed in class are subject to examination.

Disabilities those who require any accommodation or other assistance should make an appointment to speak with me as soon as possible.

Plagiarism and cheating will not be accepted.

THIS SYLLABUS IS SUBJECT TO REVISION WITH PRIOR NOTICE TO THE STUDENT BY THE INSTRUCTOR.

Business Law I

Competencies

I. INTRODUCTION TO LAW COURTS AND COURTS PROCEDURES

DISCUSS THE NEED FOR LAWS IN SOCIETY)

1. Define Law. (Knowledge)
2. State the purpose for having laws. (Knowledge)
3. Distinguish between common and equity laws. (Knowledge)

IDENTIFY COMMON SOURCES OF LAW

1. Define Constitution law. (Knowledge)
2. Define statute law. (Knowledge)
3. Define administrative law. (Knowledge)
4. Discuss the difference between a crime and a tort. (Understanding)

IDENTIFY THE FUNCTIONS OF OUR COURT SYSTEM

1. Discuss the primary function of our court system. (Knowledge)
2. Explain what is meant by jurisdiction. (Knowledge)
3. List the Levels of courts in the Federal court system. (Knowledge)
4. List the Levels of courts in a state court system. (Knowledge)

IDENTIFY THE PROCEDURES NECESSARY TO FILE A LAWSUIT

1. Describe the process necessary to file complaint or petition. (Knowledge)
2. Discuss some of the techniques that may be used to obtain information during the discovery process. (Knowledge)
3. Outline the procedures normally followed in a typical trial. (Knowledge)
4. Explain the appeal process and when it may be used. (Knowledge)

II. CONTRACTS

SECTION A-NATURE AND CLASSES OF LEGAL CONTRACTS

1. Explain the difference between a contract and an agreement (Understanding)
2. List the requirements for a valid contract. (Knowledge)
3. Compare written and verbal contracts. (Understanding)
4. Give an example of a nonverbal contract. (Understanding)

DISCUSS THE VARIOUS CLASSIFICATIONS OF CONTRACTS

1. Compare valid and void contracts. (Knowledge)
2. State the conditions under which a voidable contract may exit. (Understanding)
3. Distinguish between a formal and simple contract. (Knowledge)
4. Compare executory and executed contracts. (Knowledge)
5. Discuss the differences between unilateral and bilateral contracts. (Understanding)
6. Define a quasi-contract. (Knowledge)

SECTION B - OFFER. AND ACCEPTANCE

IDENTIFY A VALID OFFER

1. List the requirements for a valid offer. (Knowledge)
2. Explain why an advertisement is not an offer. (Understanding)
3. Distinguish between an offer and an invitation to make an offer. (Application)
4. Define option and explain how they are used. (Understanding)

DISCUSS THE VARIOUS CLASSIFICATIONS OF CONTRACTS

1. List the rules that determine the duration of an offer. (Knowledge)
2. State the conditions under which an offer may be accepted. (Understanding)
3. Discuss the manner in which an acceptance would be communicated to the offeror.
(Knowledge)
4. Distinguish between an offer and an inquiry. (Application)
5. Explain a counteroffer and its effect on the original offer. (Understanding)

DEFINE FRAUD

1. Give an example of each of the four conditions that can be considered to be fraud.
(Understanding)
2. Discuss how to distinguish between an opinion and a statement of fact.
(Understanding)
3. Define duress. (Knowledge)
4. Define undue influence. (Knowledge)

SECTION C-CONSIDERATION

IDENTIFY CONSIDERATION

1. Discuss how the courts determine adequate consideration in a contract.
(Understanding)
2. Explain why a contract involving "promissory estoppel" would not require consideration (Understanding)

IDENTIFY INDIVIDUALS WHO MAY NOT HAVE THE CAPACITY TO CONTRACT

SECTION D-CAPACITY TO CONTRACT

1. List the groups of people who by law do not have the full capacity to contract.
(Knowledge)
2. Distinguish the difference, in the ability to contract between a person who has not and one who has been
declared legally insane (Understanding)
3. Explain how being intoxicated affects a person's ability to contract. (Understanding)

SECTION E - ILLEGAL AGREEMENTS

1. List the six categories of contracts that are considered by law to be illegal
(Knowledge)
2. List the three categories of contracts considered to be contrary to public policy
(Knowledge)

3. Explain how the courts will treat a contract for an illegal purpose. (Understanding)

SECTION F-THE WRITTEN CONTRACT

IDENTIFY CONTRACTS THAT ARE REQUIRED TO BE IN WRITING BY THE STATUTE OF FRAUDS

1. Explain when the promise to be obligated for the debts of another do not need to be in writing. (Understanding)
2. Explain what must be included in a written contract to meet the Statue of Frauds requirements. (Understanding)

EXPLAIN TYPES OF DUTIES THAT MAY BE ASSIGNED

SECTION H-TERMINATION OF CONTRACTS

DISCUSS THE WAY IN WHICH A CONTRACT MAY BE TERMINATED BY PERFORMANCE, LAW AND IMPOSSIBILITY

1. List the five common methods by which contracts may be terminated. (Knowledge)
2. List the common legal actions that terminate a contract by operation of law.
(Knowledge)
3. List the common causes that are given for discharging a contract by impossibility
of performance. (Knowledge)

DISCUSS THE REMEDIES FOR BREACH OF CONTRACT

1. List the three courses of action that may be taken by a person harmed in a breach of contract. (Knowledge)
3. Distinguish between nominal, compensatory, punitive and liquidating damages. (Understanding)

SECTION I – COMMERCIAL PAPER

DISCUSS NEGOTIABLE INSTRUMENTS AND HOW THEY ARE USED IN THE BUSINESS COMMUNITY

1. Define a negotiable instrument and explain its purpose. (Knowledge)
2. List the two classifications of commercial paper, and discuss the differences between the two. (Understanding)
3. Define payee. (Knowledge)
4. Discuss the relationship between the drawee and the drawer of a check (Knowledge)