UACCH Mission Statement
The University of Arkansas Community college at Hope is an accredited, open access, two-year institution of higher education committed to providing quality academic, occupational, personal growth, and cultural programs to support individual student and community needs in the Southwest Arkansas area.

Business Technology Mission Statement
The mission of the Business Technology Department is to provide students with the basic knowledge and skills in their desired occupations and to equip them with a foundation to continue their education or to upgrade their skills.

Course Name: Business Law
Course Number: BUSS 2203
Semester: Spring 2009
Meeting time & place: Online
Prerequisites: None
Required laboratories: None
Credit hours: 3
Clock hours: 3
Revision date: October 1, 2008

Instructor: Brenda A. Cornelius
Office Phone #: 870-722-8217
Email Address: bcornelius@uacch.edu
Office Hours: As posted and by appointment.

COURSE DESCRIPTION: Business Law is an online course that provides a study in some of the basic characteristics of the American system of free enterprise, legal obligations and rights of the individual. Topics include the legal and e-commerce environment of business, torts, crimes, cyber law, contracts, sales, leases, e-commerce contracts, negotiable instruments, debtor-creditor relationships, employment relationships, business organizations, property, and its protection.

RATIONALE: This course is required for business, funeral service and paralegal majors. Individuals that desire to work in today’s business environment need a working understanding of the legal framework in which businesses operate. This course is designed for individuals whose goals are to successfully interact in today’s business environment. Business law is a practical approach to law that emphasizes current and relevant topics needed to understand business transactions and issues. A focus is placed on the developing laws regarding commercial activity when conducting business in a dynamic world marketplace. This course makes no assumptions as to past experience or knowledge in the area of law.


MATERIALS REQUIRED: INTERNET ACCESS AND KNOWLEDGE OF HOW TO USE THE COMPUTER ARE REQUIRED FOR THIS COURSE!!
Memory Stick

METHODS OF INSTRUCTION: Teaching methodology includes notes, exercises, case studies, major tests, and a written paper. Students have access through Webber for PowerPoint presentations, interactive quizzes, and notes from each chapter.

INSTRUCTIONAL OBJECTIVES & MEASURES: The University of Arkansas Community College at Hope has determined that the student’s attainment of certain skills and
attributes are necessary not only for their success but also for their contributions as a citizen in the public and private sector.

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<thead>
<tr>
<th>OBJECTIVE</th>
<th>MEASURE</th>
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<tr>
<td>The student will demonstrate a basic understanding of the current laws pertaining to business.</td>
<td>Nine major exams in which the student demonstrates, through responses to objective questions, that he/she understands the basic principles of business law.</td>
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<tr>
<td>The student will demonstrate the ability to approach business transactions and issues with a practical understanding of the laws regarding them.</td>
<td>Nine major exams in which the student demonstrates through responses to objective questions that are examples of real life scenarios.</td>
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<td>The student will demonstrate a competency in synthesizing data and thinking critically in regards to laws pertaining to business theory and concepts.</td>
<td>Written paper.</td>
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<tr>
<td>The student will demonstrate competency in understanding business law theories and concepts.</td>
<td>Comprehensive final exam.</td>
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**METHODS OF STUDENT EVALUATION:** When students participate in forum discussions, chats, etc. and do the reading, students find the subject matter relatively easy to master. No single unit exam, quiz, or assignment makes or breaks the students’ final grade. When students work steadily throughout the semester, they do well in the class.

**Unit Exams:** At the end of each unit students are required to take a unit exam covering the objectives of the unit. Unit exams consist of a combination of multiple choice, true/false, matching, and short answer questions.

There are nine (9) unit exams worth 100 points each for a total of 900 points. These unit exams are comprehensive. Questions on each unit exam are from the learning objectives of the chapter and contain no surprises.

**Written Paper:** Students will write a term paper following the directions provided in this syllabus. The due date of the paper is in the course outline. The written paper is worth 300 points. Grading of the paper includes both the content and requirements provided by the instructor.

**Instructions for the Written Paper:**

Students are to do a minimum 5 page paper on one of the topics listed below. Papers must be typed in no larger font than 12 point and double spaced. It must have an outline and a works cited page (these pages do not count as part of the five pages). Use MLA format. The paper must have a minimum of five references. The instructor will be glad to read the students’ paper or assist them when needing help prior to the due date.

Each student will need to pick a topic and notify the instructor by not later than the date indicated in the course outline. One student per topic and, yes, the instructor keeps all the papers. This paper cannot be one used in another course. Topics will be posted in Webber at a later date. **The paper is worth 300 points.**
GRADING SCALE: Students receive a grade according to the number of points earned at the conclusion of the course. The grading scale is as follows:

- A 90 – 100
- B 80 – 89
- C 70 – 79
- D 60 – 69
- F 0 – 59

Each student has access to his/her current grade through the Webber online grade book.

COURSE ASSESSMENT: Assessment of student achievement and instructor effectiveness is determined in two ways. The first is assessment of pre-test to post-test increase. These tests are designed by the instructor to determine what prior knowledge students had before the course and what knowledge they acquired by the end of the course. The second method is through an evaluation of questions missed on the final exam and the area of Business Law that it pertains to. The evaluation of answers determines if the students have learned the material presented and if the instructor has presented the material effectively.

ATTENDANCE POLICY: The attendance policy for this class is as follows: A student who fails to respond to two consecutive forum posts or chat sessions may be dropped from the class. This is the only communications available and I expect each student to respond ASAP.

POLICY ON MISSED OR LATE ASSIGNMENTS AND EXAMS: Missed or late assignments are NOT accepted. Exams are open for approximately three days!! All tests, with the exception of the midterm and final exam, open at 8:00 a.m. and close at 8:00 a.m. I do NOT reopen an exam unless you contact me with a reasonable excuse. Any makeup test, midterm exam, and final exam will have to be taken at a college campus with a proctor present. It is your responsibility to contact the proctor to set up the date and time.

IMPORTANT: All assignments, written papers, bonus answers, etc. must be emailed to me at bcornelius@uacch.edu. Otherwise, I may not receive your work.

LABORATORY PROCEDURES: The student will follow the rules and regulations as set up by each college campus.

ACADEMIC HONESTY POLICY:
Students are expected to conduct themselves as responsible members of the college community and to assume responsibility for their actions. Any form of cheating (including plagiarism) on any assignment or test will result in a grade of “F” for that assignment or test. Plagiarism is defined in The American College Dictionary as follows: “1. Copying or imitating the language, ideas, and thoughts of another and passing off the same as one’s original work. 2. Something appropriated and put forth in this manner.”

CAMPUS SUPPORT SERVICES:
The University Of Arkansas Community College at Hope strives to provide student support services that assist students in achieving their educational objective. Those services include enrollment services, financial aid, counseling and guidance, and safety and security. The offices providing these services recognize that each student has his or her own needs, interests, and abilities and that services provided must be geared toward allowing each student to grow both personally and educationally.
STUDENT RESPONSIBILITIES:
It is the student’s responsibility to know and comply with the instructor’s policy and to contact the instructor to make up missed work.

HOW TO ACCESS YOUR GRADES ONLINE
Grades may be viewed online by accessing the UACCH web site www.uacch.edu. Click on “Current Students” and then select the “My UACCH” link. At the student web interface enter your student id number (not your social security number). If this is the first time you have accessed this site, you can hit “enter” after entering your student id and you will be provided information concerning your pin code. You will then be prompted to create a new 4 digit pin code. Click on the Registration tab and select “view schedule/grades”. Select the current semester from the list, and then click the “grade sheet” link beside the course you wish to view. Your grades will be viewable after the instructor has entered them.

HOW TO ACCESS ONLINE COURSE MATERIALS
Online course materials may be viewed by accessing the UACCH web site at www.uacch.edu and clicking on the Webber icon on the lower right-hand side of the page or going directly to http://webber.uacch.edu/. You will be prompted for a username and password. The user name is your first initial followed by your last name followed by the last four digits of your student id number (not your social security number). There are no spaces or punctuation in this. Your password is your birthday (mmddyyyy) with no spaces or punctuation.

ARKANSAS COURSE TRANSFER SYSTEM (ACTS)
The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (http://adhe.edu).

UACCH STUDENT EMAIL ACCOUNTS
Student email accounts activate on the first day of class. To access your email account for the first time, go to: http://www.student.uacch.edu or click on the UACCH student E-mail icon on the UACCH homepage. Your e-mail address is your first initial, last name, and last 4 digits of your student id number. Example: John Smith (student id of 123456789) would be JSmith6789@student.uacch.edu. Your password to access your mail is your birth date with all 8 digits, no slashes or dashes. Example: a birth date of March 1, 1987 is 03011987.

ADA POLICY:
The Vice Chancellor for Student Services serves as the ADA Compliance Officer. The process of student referral under the Americans with Disabilities Act can be found in the College Catalog/Student Handbook.

FERPA POLICY:
The University of Arkansas Community College at Hope intends to comply fully with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. Complete information concerning records, disclosure, and procedures can be found in the UACCH Family Educational Rights and Privacy Act Policy. To obtain a complete copy of the College’s FERPA policy, contact the Enrollment Services Office.
DISCLAIMER:
The above syllabus, policies, schedule and assignments in this course are subject to change in the event of extenuating circumstances or by mutual agreement between the instructor and the students.

COURSE OUTLINE/REQUIREMENTS FOR BUSINESS LAW ONLINE
This is a tentative course outline and may change at any time.

Orientation Quiz: Answer questions posted on the Forum and email the answers as an attachment to bcornelius@uacch.edu by Saturday, January 24, 2009, 8:00 a.m.

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<tr>
<th>Pretest</th>
<th>Opens: 01/21/09</th>
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<td>Closes: 01/23/09</td>
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Read and take the Chapter Quizzes for:
Chapter 1 Introduction to Law
Chapter 2 Courts and Court Procedure
Chapter 3 Business Torts and Crimes
Chapter 4 Government Regulations and Business

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<th>Quizzes 1 – 4</th>
<th>Opens: 01/22/09 at 8 a.m.</th>
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<td>Closes: 01/25/09 at 8 a.m.</td>
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TEST 1

Read and take the Chapter Quizzes for:
Chapter 5 Nature and Classes of Contracts
Chapter 6 Offer and Acceptance

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<tr>
<th>Quizzes 5 – 6</th>
<th>Opens: 02/02/09 at 8 a.m.</th>
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<td>Closes: 02/05/09 at 8 a.m.</td>
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Read and take the Chapter Quizzes for:
Chapter 7 Capacity to Contract
Chapter 8 Consideration
Chapter 9 Defective Agreements
Chapter 10 Illegal Agreements
Chapter 11 Written Contracts
Chapter 12 Third Parties and Contracts

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<th>Quizzes 7 – 12</th>
<th>Opens: 02/05/09 at 8 a.m.</th>
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Read and take the Chapter Quiz for:
Chapter 13 Termination of Contracts

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<th>Quiz 13</th>
<th>Opens: 02/09/09 at 8 a.m.</th>
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TEST 2

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<td>Closes: 02/14/09 at 8 a.m.</td>
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Read and take Chapter Quizzes for:
Chapter 14  Nature of Personal Property
Chapter 15  Special Bailments
Chapter 16  Sales of Personal Property
Chapter 17  Formalities of a Sale
Chapter 18  Transfer of Title and Risk in Sales Contracts
Chapter 19  Warranties, Product Liability, and Consumer Protection
Chapter 20  Nature of Negotiable Instruments

**Quizzes 14 – 20**

Opens: 02/14/09 at 8 a.m.
Closes: 02/19/09 at 8 a.m.

**TEST 3**

Opens: 02/19/09 at 8 a.m.
Closes: 02/24/09 at 8 a.m.

Read and take Chapter Quizzes for:
Chapter 21  Essentials of Negotiability
Chapter 22  Promissory Notes and Drafts
Chapter 23  Negotiation and Discharge
Chapter 24  Liabilities of Parties and Holders in Due Course
Chapter 25  Defenses

**Quizzes 21 – 25**

Opens: 02/25/09 at 8 a.m.
Closes: 03/01/09 at 8 a.m.

**TEST 4**

Opens: 03/02/09 at 8 a.m.
Closes: 03/06/09 at 8 a.m.

**MIDTERM EXAM MUST BE TAKEN 03/10/09-03/12/09. THIS IS A PROCTORED TEST AND NO EXCEPTIONS WILL BE MADE. CONTACT YOUR TESTING CENTER TO SET UP A DATE AND TIME!!!!!**

Read and take the Chapter Quizzes for:
Chapter 26  Nature and Creation of an Agency
Chapter 27  Operation and Termination of an Agency
Chapter 28  Employer and Employee Relations
Chapter 29  Employee Rights
Chapter 30  Labor Legislation

**Quizzes 26 – 30**

Opens: 03/13/09 at 8 a.m.
Closes: 03/17/09 at 8 a.m.

**TEST 5**

Opens: 03/17/09 at 8 a.m.
Closes: 03/22/09 at 8 a.m.
Read and take the Chapter Quizzes for:
Chapter 31  Introduction to Business Organization
Chapter 32  Creation and Operation of a Partnership
Chapter 33  Dissolution of a Partnership
Chapter 34  Nature of a Corporation
Chapter 35  Ownership of a Corporation
Chapter 36  Management and Dissolution of a Corporation

Quizzes 31 – 36
Opens: 03/22/09 at 8 a.m.
Closes: 03/27/09 at 8 a.m.

TEST 6
Opens: 03/28/09 at 8 a.m.
Closes: 03/31/09 at 8 a.m.

Read and take the Chapter Quizzes for:
Chapter 37  Principles of Insurance
Chapter 38  Types of Insurance

Quizzes 37 -38
Opens: 04/01/09 at 8 a.m.
Closes: 04/04/09 at 8 a.m.

Read and take the Chapter Quizzes for:
Chapter 39  Security Devices
Chapter 40  Bankruptcy
Chapter 41  Nature of Real Property

Quizzes 39 – 41
Opens: 04/04/09 at 8 a.m.
Closes: 04/07/09 at 8 a.m.

RESEARCH PAPERS ARE DUE AT 8 A.M. ON FRIDAY, April 10, 2009. REMEMBER, I DO **NOT** ACCEPT LATE PAPERS!!!!!

Read and take the Chapter Quizzes for:
Chapter 42 Transfer of Real Property
Chapter 43  Real Estate Mortgages
Chapter 44  Landlord and Tenant
Chapter 45  Will, Inheritance and Trusts

Quizzes 42 – 45
Opens: 04/11/09 at 8 a.m.
Closes: 04/15/09 at 8 a.m.

TEST 7
Opens: 04/16/09 at 8 a.m.
Closes: 04/20/09 at 8 a.m.

Review Sessions for Final Exam
Thursday, April 23, 2009, 9 p.m.
Sunday, April 26, 2009 , 9 p.m.

FINAL EXAM MUST BE TAKEN BETWEEN 8 A.M., April 28, 2009, AND 2 P.M. ON FRIDAY, MAY 1, 2009!! CONTACT YOUR TESTING CENTER TO SET UP A DATE AND TIME TO TAKE THE TEST!!!!!

ONLINE GRADES MUST BE SUBMITTED BY 12 NOON ON TUESDAY, MAY 5, 2009.

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