

# BUS& 201: Business Law

## Sec. A, Item #5450, Winter 2020 Syllabus

Instructor: Beta ("Bebe") Bales, esq.; J.D., LL.M.  
E-mail: b.bales@bellevuecollege.edu  
Office Location: C-207B  
Office Hours: Friday 9:25-10:25am or M/W/F by appointment  
Class Days/Times/Location: M/W 8:30-10:20am & F 8:30-9:20am in C208

## Course Information: Description & Outcomes

This course surveys laws applicable to business transactions. Students focus on law of contract sales, negotiable instruments, and agency. Prerequisite: ENGL 201, ENGL& 235, ENGL 271 or ENGL 272 with a C or better. Recommended: 30 prior college credits.

After completing this class, students should be able to:

- Learn critical thinking processes.
- Become conversant with basic legal concepts and selected areas of law affecting business transactions.
- Understand and apply correctly legal terminology in the above areas.
- Recognize ethical issues in business, including their legal implications.
- Reason clearly, responsibly, and succinctly when faced with legal problems and questions.

This is a hands-on course combining readings, online discussions, and various graded assignments. There are also two exams: a mid-term exam and a final exam. We will examine theories about the legal system, statutes, regulations, and case law. Among the topics are contracts, torts, criminal law, criminal procedure, and constitutional law.

## Course Materials

Required:

Miller, Roger LeRoy. *Business Law Today: Text and Cases*, Comprehensive 11<sup>th</sup> ed. Cengage Learning.

Optional/recommended:

Hacker, Diana. *A Writer's Reference*. Boston: Bedford/St. Martin's (any edition within last 10 years).

Access Code for *Business Law Today* Cengage Learning.

## Communication

Please ***only*** contact the instructor via her official Bellevue College email (b.bales@bellevuecollege.edu). Include “**BUS 201**” in the subject heading to ensure your email is not overlooked. ***Allow 24-48 hours for an email response.*** Emails sent during business hours Monday-Friday are typically responded to within a few hours, emails sent late in the evening or on weekends may require a longer response time. *If, after 48 hours, you have not received an email response, please email the instructor again in case your message was lost.*

Note: This means that emailing the instructor the night before an exam likely means you may not receive a response before the exam.

## Office Hours

I hold weekly drop-in office hours as described above. Office hours are your first and best resource to obtain assistance with course information, content, and assignments. I also do my best to make myself available to you outside of office hours should you be unable to attend during that time, however I am only on campus on class days. If you would like to meet outside of office hours, please send me an email in advance following the communication instructions above to schedule an appointment.

## Grading

### College Grading Policy

Bellevue College utilizes a consistent, published letter grading system to reflect the student’s achievements. Please refer to the College Grading Policy for specific information.

### Grading Scale

A 93-100; A- 90-92; B+ 87-89; B 83-86; B- 80-82; C+ 77-79; C 73-76; C- 70-72; D+ 67-69; D 60-66; F 0-59.

Grades are final upon recording. Grades are not negotiable. Grades will be posted on Canvas throughout the quarter. Please check your grades regularly to ensure there are no surprises.

### Course Grading

Syllabus and Course Quiz	30 points
Research Project	150 points total
Journal	10 points each
Quizzes	10 points each
Midterm Examination	50 points
Final Examination	50 points
Court Visit Assignment	30 points
Participation	Participation in classroom discussions is required.

Please see policies under “Participation” for additional considerations.

**“Minimum.”** Where applicable, the use of the term “minimum” in any guideline pertaining to requirements shall conform to the common, dictionary definition of the term. I.e., “minimum” shall not give rise to any inference that conformity with minimum standards consists of anything beyond a barely passing grade, e.g., a “D”; **minimum effort does not mean maximum points.**

### **Exams (50 points each)**

There are two exams: (1) a mid-term exam (50 points) and (2) a final exam (50 points). Both exams will be in class and the time and day specified below within the “Course Outline.” A study guide will be distributed on Canvas a week prior to the scheduled exam time.

No notes, books, bags, or electronic devices of any kind are permitted during an exam. **Having a smart phone or smart watch in view for any reason during an exam will result in a zero on the exam, no exceptions.** Unless you have a doctor’s note, no one will be permitted to leave the exam session once s/he has begun her/his exam any earlier than 60 minutes after the exam session has begun.

*Please note that if you plan on taking an exam with the DRC, you must schedule your exam to start at the same time as the rest of the class, or the exam request will not be approved.*

### **Court Visit Assignment (30 points total)**

You will submit an informal written assignment describing your visit to a series of criminal prosecutions. Additional detailed guidelines will be distributed on Canvas.

### **Research Paper Project (150 points total)**

This project consists of several parts: (1) LMC research tutorial (10 points); (2) topic proposal (15 points); (3) oral presentation (25 points); and (4) the final paper (100 points). Additional detailed guidelines will be distributed on Canvas.

### **Journal (10 points each)**

The Journal consists of writing a short response to a topic distributed in class. When a substantive section is finished, the respective topic will be posted on Canvas and the assignment will be opened. An announcement will be made in class and on Canvas. The topic will encompass concepts covered in class and in the course materials. You will have one full week to complete the journal response on your own time and submit it on Canvas. The purposes include: reflecting upon and reinforcing what you have learned during the week, and practicing and improving writing skills.

## Quizzes (10 points each)

With the exception of the Syllabus and Course Quiz which will be held in class, all other substantive quizzes will be on Canvas under “Quizzes.” When a substantive section is finished, the respective quiz will be opened and an announcement will be made in class and on Canvas. The quiz will be on topics covered in class and in the reading and course materials. You will have one full week to complete the quiz on your own time. Once a quiz has closed, it cannot be reopened and no make ups are allowed.

## Extra Credit

Students are to understand that extra credit, even if available, is not a substitute for, nor is it intended, to make up for deficiencies in regularly-assigned coursework. Please also be sure to thoroughly familiarize yourself with all course policies, including requirements for exceptions. Having an unsatisfactory grade is not an excuse for gaining extra credit opportunities.

All extra credit opportunities will be posted on Canvas under “Announcements” and will have specified due dates.

## Participation (variable)

“Participation” consists of point deductions for conduct that detracts from the classroom learning environment and/or from academic integrity. Such conduct includes, but is not limited to conduct that has the effect of causing demoralization or otherwise detracting from a positive class environment, at the instructor’s sole discretion. At the instructor’s discretion, there may/may not be a warning and point deductions immediately thereafter of no less than 5 point increments, in addition to any and all other remedies under applicable course and Bellevue College policies.

*Attendance will be recorded on a daily basis.*

## Class Policies

### Keeping Track of Your Work

You are solely responsible for keeping track of your own work. Grades will appear on Canvas and it is your responsibility to check your grades on a regular basis so that you can avoid any surprises. As mentioned above, grades are final upon recording and non-negotiable. The instructor recommends saving all your course work until the term has ended.

### Assignment Drafts

The instructor will not read or proofread assignment drafts for the sole purposes of grade feedback. I am happy to give specific feedback as requested or to answer specific questions related to assignments and drafts. You may seek assistance in office hours, by appointment, or via email, as time allows and no later than 48-72 hours before an assignment due date.

## Assignment Submission Guidelines

For this on-site course, there is a mandatory two-fold method of submission that must be strictly followed. All written assignments must be submitted by the due date and time (1) on Canvas to Vericite **and** (2) in class print copy.

An assignment is treated as submitted when **both** (1) the Vericite submission **and** the (2) print copy are submitted according to all due dates and guidelines. **If one is submitted but the other not, the assignment will not be treated as being submitted.**

The Vericite submission is **solely** to check for plagiarism. The print copy is **solely** for grading purposes. **Only the print copy is acceptable for grading. No electronic submission of any kind will be accepted for grading purposes.**

Additional, detailed submission instructions for Veracite will be distributed on Canvas.

I will not grade partial assignments. I will grade only what you submit in its entirety, i.e., the assignment must be complete at the time of submission. You may not submit it in separate pieces. Without prior announcement or notice, any written assignment (including those not requiring a Veracite submission) may be reviewed via Vericite, an anti-plagiarism application; and academic honesty guidelines may come into play at the instructor's sole discretion.

Print copies of assignment submissions are considered submitted when the print copy is delivered to (1) the instructor in person or (2) the instructor's official mailbox (NOT personal office) in the Social Sciences Division office in D-110 with a date stamp.

No other submission method whatsoever, including, but not necessarily limited to, timely electronic submission or documentation for date stamp purposes with a subsequent, print submission, is acceptable.

**If I have the print copy in hand at the beginning of class on the due date, it is received; if not, it is NOT received, period.** Additional, specific guidelines concerning assignment submissions may be distributed.

## Submission Problems

If you cannot submit all or part of an assignment because of an accidental loss, etc., this will not excuse a late or missing assignment. **If I don't have it, I can't grade it.** *Technical problems – including computer-related, printer-related, etc. – do not excuse late submissions.* If you are experiencing technical difficulties, you are encouraged to consult the Help Desk or other formal sources dedicated to dealing with such issues.

## Late Assignments

Unless indicated otherwise, all assignments are **due no later than the start of class time.** At any point thereafter, there is a minimum **full letter grade deduction per calendar day** that an assignment is late.

Assignments submitted past the due date should be submitted to the instructor's official mailbox (NOT personal mailbox) in the Social Sciences Division Office in **D-110** with an official date stamp. The official date stamp will determine the total grade deduction for late submission.

Example: A student turns in her paper on Friday even though the due date was the previous Wednesday. It is two calendar days late. The paper, which would otherwise have received a "B" becomes a "D" after the two-letter grade deduction for being late two calendar days. If she turns it in on Monday of the following week, it is five days late, one day too late for an "F" grade.

## Writing Proficiency

Writing proficiency is an essential component of the Business Transfer Program at Bellevue College and is required for acceptance into the various business baccalaureate programs. Therefore, students will be graded on grammar, punctuation, spelling, and all aspects of writing on (1) the Court Visit Assignment, (2) the Written Presentation, and (3) The Final Draft of the Research Paper Project.

If you have difficulty with writing, whether you are an ESL or native English speaker, I **strongly** recommend that you seek assistance from the on-campus Writing Lab and other resources available to you including but not limited to Diana Hacker's *A Writer's Reference* as well as spell and/or grammar check.

The On-Campus Writing Lab is available to students as follows:

Academic Success Center  
Main Campus, Room D204  
(425) 564-2200  
[asc@bellevuecollege.edu](mailto:asc@bellevuecollege.edu)

Hours: Monday – Thursday: 8:00am – 8:00pm; Friday: 8:00am – 3:30pm  
Saturday – Sunday: 11:00am – 4:00pm

## Makeups

Any makeup of an exam must satisfy the following requirements: A request must (1) be made in writing via email (2) specify the date, time, and place of the exam and (3) be confirmed in all respects by the instructor in writing no later than 48 hours ***prior*** to the proposed makeup exam date. No makeup is permissible without instructor confirmation of all details.

All other policies in this syllabus, including those on submission and technical problems, confusion, and "emergencies," apply.

*Under **no circumstances** – even if otherwise approved based on a documented "emergency" – will a makeup of any kind be accepted after the last class meeting.*

## **Emergencies**

There are exceptions to due dates and other class work for a legitimate “emergency.” An “emergency” is a documented death in the family, physical or mental incapacitation, and/or work-related conflict. *Nothing else* is an “emergency” within the meaning of this syllabus.

You must document any “emergency.” The instructor will only consider official documentation on dated and signed letterhead hard copy. All such documentation must include (a) legible name of the document’s signer (b) legible contact information (c) identification of the period of the “emergency” and (d) identification of you as the person affected by the “emergency.” The documentation must be submitted accordingly. This paragraph notwithstanding, there are no promises or guarantees, and the instructor retains complete discretion.

## **Incompletes, Hardship, Withdrawals, Medical Withdrawals**

Incompletes, hardships, and all withdrawals are granted only in exceptional circumstances and are subject to supporting, official documentation. Requests must be made in writing and are made on a case-by-case basis at the instructor’s discretion. There are no guarantees.

## **College Policies**

### **Affirmation of Inclusion**

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

### **College Anti-Discrimination Statement**

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

### **Confidentiality and Mandatory Reporting**

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other

forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2641.

## **Student Code of Conduct and Academic Integrity**

Inappropriate/disruptive classroom behavior is a violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation.

### **Academic Integrity**

All academic assignments are to be the work of the individual student. Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication will not be tolerated. Without prior announcement or notice, any written assignment may be reviewed via Vericite, an anti-plagiarism application; and penalties may come into play at the instructor's sole discretion.

Penalty for first violation: 0 on the assignment without possibility of makeup on that assignment. Depending on the severity of the act of the academic dishonesty, additional course and/or College policies pertaining to academic dishonesty may also take place.

In addition, at the instructor's discretion and whether or not it is a first offense, the instructor may refer the incident to appropriate channels and/or take additional steps, which may result in one or more of the following: (1) suspension (2) expulsion (3) an academic "hold" on your record, preventing you from enrolling in future terms (4) a failing grade and/or (5) permanent notation on the student's academic transcripts. There may be additional penalties on a case-by-case basis. **Do not risk your academic and professional career by cheating.**

## **Special Accommodations**

### **Accessibility**

The elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you.

I allow all students to bring in a hard-bound print (non-electronic) dictionary for exams. This may be a translation or English-only dictionary (NO law dictionaries are permitted). The dictionary must be approved by me on exam day prior to beginning the exam and must contain no notes, scribbles, etc.



## Reasons of Faith and Conscience

Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the course to the office of the Associate Vice President of Student Affairs (see Bellevue College Policy 2950 (<https://www.bellevuecollege.edu/policies/id2950/>)).

In the event you feel you are being discriminated against based on faith or conscious, you may refer to the procedures outlined in the college's Discrimination, Harassment and Retaliation Policy 1440P (<https://www.bellevuecollege.edu/policies/id-1440p/>).

## Disability Resource Center

Please review the mission statement from the Disability Resource Center:

*"The Disability Resource Center (DRC) is dedicated to service excellence in the provision of comprehensive and flexible accommodation plans, working with students, instructors, staff, administration and community contacts to ensure the successful academic endeavors and goals of qualified Bellevue College students with disabilities.*

*The DRC works in innovative ways to provide teaching and learning opportunities to college staff, faculty members and community partners to remove barriers to access and help further the understanding, support and success of the students we serve. We contribute to the disability justice movement, centered in a social justice model of disability, and work to incorporate concepts of universal design into all aspects of the Bellevue College environment.*

*The DRC helps students develop the critical skills necessary to achieve success, promoting self-advocacy, and seeks to better integrate people with disabilities—through structural, curricular, and attitudinal changes — into the overall pluralistic fabric of the college and community."*

If you are a student who has a disability or learning challenge, you are encouraged to contact the DRC as soon as possible to discuss any accommodations that may support your success in this class. Please note that accommodations do not apply retroactively, so please plan accordingly.

The DRC Office is available to students as follows:

Office Location: B132; Testing Location: B142

Voice: (425) 564-2498; TTY: (425) 564-4110; Fax: (425) 564-4138

Skype for ASL users: DRCatBC; Email: [drc@bellevuecollege.edu](mailto:drc@bellevuecollege.edu)

***Please note that if you plan on taking an exam with the DRC, you must schedule your exam to start at the same time as the rest of the class, or the exam request will not be approved.***

# Course Outline & Schedule

<b>Week 1</b> (1/3)	Class Introduction <b>No Assignments Due</b>
<b>Week 2</b> (1/6-1/10)	Introduction to the American Legal System, (Begin) The U.S. Constitution & Constitutional Law <u>Read</u> : Chapter 1 (entire); Chapter 3, Sec 3-1 through 3-5 <u>Read</u> : Chapter 2 (entire); Review Chapter 3, Sec 3-3(b) <b>DUE: Syllabus &amp; Course Quiz, Friday 1/10</b>
<b>Week 3</b> (1/13-1/17)	<b>**NO CLASS FRIDAY, 1/17**</b> The U.S. Constitution & Constitutional Law, con't. <u>Review</u> : Chapter 2 (entire); Review Chapter 3, Sec 3-3(b) <b>DUE: Research Project LMC Tutorial, Wednesday 1/15</b>
<b>Week 4</b> (1/20-1/24)	<b>**NO CLASS MONDAY, 1/20**</b> Alternative Dispute Resolution; Administrative Agencies <u>Read</u> : Chapter 3, Sec 3-6; Chapter 37 (entire) <b>DUE: Court Visit Assignment Consent Form, Friday 1/24</b>
<b>Week 5</b> (1/27-1/31)	Law & Business Associations <u>Read</u> : Chapter 30, Sec 30-1 through 30-3; Chapter 31 (entire); Chapter 32, Sec 32-1 through 32-3; Chapter 33, Sec 33-1 through 33-3; <u>Skim</u> : Chapter 27, Sec 27-2; Chapter 34 <b>DUE: Research Project Paper Topic Proposal, Wednesday, 1/29</b>
<b>Week 6</b> (2/3-2/7)	Ethics, Social Responsibility, and the Business Manager; Securities <u>Read</u> : Chapter 9 (entire); Chapters 34 & 36 (entire)  <b>MID-TERM EXAM, WEDNESDAY, 2/5 IN CLASS</b>
<b>Week 7</b> (2/10-2/14)	Torts, Strict Liability, Products Liability <u>Read</u> : Chapters 4 & 5 (entire) <b>No Assignments Due</b>
<b>Week 8</b> (2/17-2/21)	<b>**NO CLASS MONDAY, 2/17**</b> <b>DUE: Oral Presentations, Wednesday, 2/19</b> <b>DUE: Oral Presentations, Friday, 2/21</b>

<b>Week 9</b> (2/24-2/28)	Common Law of Contracts; Sales <u>Read</u> : Chapter 10 (entire); Chapter 11, Sec 11-1; Chapter 12, Sec 12-1 & 12-5; Chapter 13, Sec 13-1 & 13-2 <u>Read</u> : Chapter 14 (entire); Chapter 16, Sec 16-4; Chapter 20 (entire); Chapter 22, Sec 22-3 through 22-4 <u>Skim</u> : Chapter 15; Chapter 16, Sec 16-1; Chapters 17-18 <b>No Assignments Due</b>
<b>Week 10</b> (3/2-3/6)	Crime and Business <u>Read</u> : Chapter 8 (entire); Review Chapter 36 <b>DUE: Court Visit Assignment, Friday, 3/6</b>
<b>Week 11</b> (3/9-3/13)	International Community; Intellectual Property, Internet Law; Employment Law and Discrimination <u>Read</u> : Chapter 19, Sec 19-1 through 19-3; Chapters 6 & 7 (entire); <u>Read</u> : Chapter 28 & 29 (entire) <u>Skim</u> : Chapter 27 <b>DUE: Final Research Paper, Friday, 3/13</b>
<b>Week 12</b> (3/16-3/20)	Review <b>Last Day to Submit Pre-Approved Makeup Work, Monday, 3/16</b>

**FINAL EXAM, FRIDAY, 3/20, 7:30-9:20AM**

This schedule may be modified as needed. Students are responsible for inquiring about any changes in the event of an absence. Any major modifications (due dates, class scheduling, etc.) will be posted on Canvas under "Announcements."

\*\*Continuing enrollment in this course constitutes understanding of and agreement to abide by these, as well as all other, course and/or College policies. Failure to read, understand, and/or to clarify any dissemination of course information required by this syllabus and/or course guidelines and/or College policies will not excuse and/or waive enforcement of such course and/or College policies. Please do not ask for exceptions—they will not be granted. Applying different policies to individual students on a case-by-case basis is unfair to your classmates.\*\*