

**ABUS F241-TXA – Applied Business Law
Course Outline
Summer 2009**

Course web address - <http://classes.uaf.edu>

Professor:	Melissa C. Brown	Email:	ffmcb@uaf.edu
Text:	Business Law and the Legal Environment standard edition by Beatty & Samuelson	Phone/Fax & Faculty Website:	509-235-8348 www.faculty.uaf.edu/ffmcb

- Requirements for this course include: Internet access, UAF email, MS Word and PowerPoint ability to run audio on computer, consistent access to email, and the internet.
- The book for ABUS 241 is "Business Law and the Legal Environment" by Beatty and Samuelson, Standard (or 4th) Edition. The 3rd edition is also fine. It can be purchased at a fairly cheap rate through ichapters.com – they sell it for about \$3 a chapter for download via PDF files. Since we will cover only 13 chapters during spring semester, this is cost effective.
- Many students prefer, however, to have a hard copy to read. This text can also be purchased online at Amazon.com, bookfinder.com, half.com and various other vendors. Ordering your text online is a good way to go and often much cheaper than buying new. BUT, please be sure that the vendor you use ensures you will have the text by the time class starts. Please do not select media mail or parcel post for shipping since this means you won't receive the book until well after class has started. Free shipping options usually involve using media mail. Be sure to use a vendor that will ship the book (at a minimum) through priority mail. Media mail and parcel post can take several weeks and sometimes months. *Students who do not have the text by the second week of class will not be able to complete work by the deadline and will be dropped from the course.*
- All essay assignments, quizzes, and discussion board topics are posted on Blackboard. It is your responsibility to check Blackboard's **Assignments** page and **Discussion Board** page and complete **all** of the work posted before the two deadlines.
- **Students are required to complete assignments Chapters 1-6 by July 25th (halfway through the term). Those who have not finished these will be dropped from the course.**
- **Students are then required to complete all remaining assignments(Chapter 7-12) posted on Blackboard before the final day of class on August 14th. No late assignments will be accepted after this date regardless of the situation.** Students should complete 2 chapters every week to stay on track. Since students' schedules are generally more erratic during summer months, I do not have strict weekly deadlines as I do during my fall/spring semester courses. This means that students need to carefully set their own schedule to ensure assignments are completed on a regular basis. Do not wait until the final weeks to complete assignments as this will dramatically affect the quality of work. Even if you manage to complete the work in the last days, but the quality is poor, you will still fail this course.
- I will send ALL class information and feedback on your work to your UAF email account. Checking your UAF email on a regular basis is a requirement. UAF Email accounts are automatically generated for you once you register for a course. You can have mail from your UAF account automatically forwarded to any other account if you wish. There is help on the main page in how to do this at <http://webmail.uaf.edu/>. If you have Email problems, please contact the Department of Computing & Communication at 474.6564 (local) or 1.800.478.4667 (toll free) or visit their [website](http://www.uaf.edu/helpdesk) at <http://www.uaf.edu/helpdesk>.
- IMPORTANT: Because I receive a lot of junk mail- always place the course title in your subject heading of your emails. Otherwise I may mistake it for junk mail and discard.
- Requirements for this course include: MS Word, PowerPoint (97 or higher version), ability to run audio on computer, consistent access to email, and the internet.
- The course **lectures with audio** are downloaded under "**Lectures**" on Blackboard. Downloading each chapter's lectures may take a few minutes depending on the speed of you internet connection, so please be patient. If you are on dial-up for internet access, this will prove very slow and you will need to go to a computer lab on campus to view lectures.
- You will automatically be logged into Blackboard <http://classes.uaf.edu> soon after you register. The course will be accessible by the first day of classes. If on the first day, the course link does not appear on Blackboard's main page, please contact me immediately and I will log you in manually. If you have not used Blackboard before, the first part of your UAF email address will be your user ID (for example- fsabc) and your password should initially be your social security number. There is a link on Blackboard's page to help you through logging in to the

site. You will be quizzed on what is covered in the PowerPoint lectures AND the reading assignments. While the lectures and reading assignment each week will cover the same topic area, they each contain very different material and examples. Hence, if you only watch the lectures or only do the reading, you will not do well in this course.

- If you have basic questions about Blackboard, visit the Center for Academic Technology's [Blackboard Knowledge Base](#)
- Computers with internet access and PowerPoint are located at the Downtown Center, Tanana Valley Campus Center and on the Main Campus. You'll need to bring your own headphones which plug directly into the CD drive.
- If you have Email problems, please contact the Department of Computing & Communication at 474.6564 (local) or 1.800.478.4667 (toll free) or visit their [website](http://www.uaf.edu/helpdesk) at <http://www.uaf.edu/helpdesk>.
- UAF Email accounts are automatically generated for you once you register for a course. If you have another email account you check regularly, you can forward the mail from your UAF account to your other account if you would like to do so.
- Please be flexible in this course. Because of external and internal forces impacting this class, production and quality requirements may shift periodically during the semester. Each student is responsible for adapting to these changes. Assignments may change, be added or deleted. While I try to detail exactly where to find all course material and assignments, it would behoove you to become as familiar as possible with the course CD's, Blackboard and PowerPoint.
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- UAF has a Disability Services office that operates in conjunction with Tanana Valley Campus. Disability Services, a part of UAF's Center for Health and Counseling, provides academic accommodations to enrolled students who are identified as being eligible for these services. If you believe you are eligible, please visit <http://www.uaf.edu/chc/disability.html> on the web or contact TVC's Student Assistance and Advising Center (455-2800). You can also contact Disability Services on the Fairbanks Campus at (907) 474-7043, fydso@uaf.edu.

Catalog Description

ABUS 241 - 3.0 credits

Applied Business Law I

Legal aspects of business problems. Principles, institutions and administration of law in contracts, agency, employment, personal sales and property ownership.

Course Overview

This course explores business law and management skills and investigates how law impacts the work force. In managerial decision-making, a good grasp of general legal studies is vital. This course will provide an understanding of how public policy is formed, and how organizational decisions are made through application of the law. This course explores legal issues confronting businesses, describes enacted laws that impact business operations, and highlights the importance of ethical decision making. Students should gain an understanding of the relevance and usefulness of business law through participation in this course.

Instructional Tasks

The following course tasks are designed to assist you in achieving the course objectives:

- PowerPoint lectures for each week's topic.
- Assigned readings in course text.
- Active weekly participation on the Discussion Board & completion of all questions posted.
- Weekly quizzes on lectures and assigned readings
- Essay Assignments posted on Blackboard weekly.
- Watching videos that may supplement various chapters.

Every week, the following is due: A quiz, essay assignment, discussion board assignment.

The PowerPoint lectures and text readings are rich in information and constitute the core of the material to be covered on

each quiz. Consequently, it is very important in this course to stay current with the assigned readings and lectures to be able to pass quizzes, participate in online discussions and complete essay assignments.

Deadlines

All assignments must be turned in by the assigned due date. Late assignments will not be accepted unless medical documentation is provided that shows the student was unable to complete work for the entire week that assignments are posted. If you know you will be going out of town or for personal reasons will be unable to complete upcoming work, it is your responsibility to complete all work ahead of time. **Once a deadline has passed for an assignment or quiz, it will not be graded or accepted for credit.**

Essay Assignments

Essay Questions are posted for students to answer and submit directly online through Blackboard. Students will be graded on the quality and thoughtfulness of the answers given. Every week students can expect to answer three to 6 essay questions.

This is a college-level course and it requires that students rise to college-level writing standards in their essays. This means essays should be thoughtful, coherent, grammatically correct and contain no spelling errors. You should be able to apply what you learn from the reading material and lectures in your work. Also, essays must be in your own words. While you may use short quotations, your essay responses should not be a block quote taken from your text or another source.

If writing at this level is new to you, the university provides assistance at the writing center. Two thirds of your grade will be based on your essays. If you not able to write at a college level, it is in your best interest to drop this course. In courses that I've taught in the past, I have been very lenient in my essay grading standards. This however, is a disservice to students and I have adopted a stricter policy. In business, it's not the thought that counts. What matters is how effectively you are able to express that thought.

Discussion Board Participation

Participation is vital – class activities will include online discussion. Limited participation and vague responses will negatively affect your grade. The essay writing standards stated above applied to the discussion board as well.

Quizzes

Quizzes, consisting of approximately 15 questions, will be given every week. Each quiz will cover the week's topic area. Material covered in the quizzes will come from the PowerPoint lectures AND the text. Quizzes will be composed of true/false and multiple choice questions. You may use your text and notes for assistance. Please do not consult with other students for answers.

WARNING: Quizzes will be timed (30 minutes) and you have ONE opportunity to take it. Translation – once you choose to sit down and take your quiz, be prepared to take it undisturbed for 30 minutes. Once you finish, there's no going back in. In addition, if you click on the BACK or FORWARD functions on Blackboard, or you minimize your screen, this will lock you out of your quiz. You must take the quiz by the due date listed on your class schedule. It will not be available after that date. If you lose your internet connection and get locked out of your quiz, contact me immediately.

Grading System

Discussion Board	(12 @ 15 points each)	180 points
Quizzes	(12 @ 15 points each)	180 points
Essay Assignments	(12 @ 15 points each)	180 points
Homepage	(1@15 points each)	15 points
TOTAL POINTS		555 points

Grade Requirements

514 – 555 points =	A
497 - 513 points =	A-
481 - 496 points =	B+

458 – 480 points =	B
441 – 457 points =	B-
425 – 440 points =	C+
403 - 424 points =	C
386 – 402 points =	C-
370 - 385 points =	D+
347 – 369 points =	D
330 – 346 points =	D-
329 points or less =	F----- Where were you???

Schedule of Assignments Due

Topic Covered	Assignment	Due Date
Introduction to ABUS 241 Applied Business Law	<ol style="list-style-type: none"> 1. Get comfortable with using Blackboard and accessing your UAF email account. by navigating around the site. 2. Under Lectures, find the PowerPoint Lectures for this course and ensure that the slides run effectively <i>with audio</i> on the computer you're using. Become comfortable with running slides on PP if you have not used this program. Place a short bio about yourself on Blackboard. Click on Student Tools, click on Edit Your Homepage. Insert text to briefly tell others in the course about yourself. Using a photo wins major brownie points since the class will never meet face-to-face. This is a graded assignment. 3. Go to Assignments to take the Sample Quiz and Essay Questions. These are for fun and will not be graded. But they will give you a good idea how your weekly quizzes and assignments will be set up. Also, if there is any confusion next week in how to access the Quiz or Essay Questions, I will have no mercy. <p>Please be aware that if you decide to complete assignments in the last few hours before the Saturday deadline, you do so at the risk of running into problems and not enough time for me to assist you.</p>	<p>You should complete these assignments by the due date listed</p> <p>7/11</p>
Chapter 1 Introduction to Law	<ol style="list-style-type: none"> 1. Read Chapter 1 in text 2. Watch PowerPoint Lectures Chapter 1. 3. Take the Quiz for Chapter 1 found under Assignments in Blackboard. You may access the quiz only once and you have 30 minutes to complete it. 4. Short Essay Assignment - Complete the essay questions posted under Assignments for Chapter 1 and click on submit. There is no time limit to complete these questions and you may access the assignment more than once. You will be graded on the quality of your answers. Please use complete sentences. NOTE: When you reaccess Essay Assignments, you may delete any previous work you submitted. 5. On the Discussion Board answer ALL the questions posted for this chapter. Click on Reply to post your responses. 	<p>7/11</p>
Chapter 2 Business Ethics & Social Responsibility	<ol style="list-style-type: none"> 1. Read Chapter 2 in text 2. Watch PowerPoint Lectures Chapter 2. 3. Take the Quiz for Chapter 2 found under Assignments in Blackboard. You may access the quiz only once and you have 30 minutes to complete it. 4. Short Essay Assignment - Complete the essay questions posted under Assignments for Chapter 2 and click on submit. There is no time limit to complete these questions and you may access the assignment more than once. You will be graded on the quality of your answers. Please use complete sentences. NOTE When you reaccess Essay Assignments, you will delete any previous work you submitted. 5. On the Discussion Board answer the questions posted for Ch.2, there is more 	<p>7/11</p>

	than one. Click on Reply to post your responses. You will be graded on the quality of your work. Please use complete sentences.	
Chapter 3 Dispute Resolution	<ol style="list-style-type: none"> 1. Read Chapter 3 in text 2. Watch PowerPoint Lectures Chapter 3. 3. Take the Quiz for this Chapter found under Assignments in Blackboard. You may access the quiz only once and you have 30 minutes to complete it. 4. Short Essay Assignment - Complete the essay questions for this chapter posted under Assignments and click on submit. There is no time limit to complete these questions and you may access the assignment more than once. 5. On the Discussion Board answer ALL the questions posted for this chapter – there is more than one. Click on Reply to post your responses. 	7/18
Chapter 4 Common Law, Statutory Law, & Administrative Law	<ol style="list-style-type: none"> 1. Read Chapter 4 in text 2. Watch PowerPoint Lectures Chapter 4. 3. Take the Quiz for this Chapter found under Assignments in Blackboard. You may access the quiz only once and you have 30 minutes to complete it. 4. Short Essay Assignment - Complete the essay questions for this chapter posted under Assignments and click on submit. There is no time limit to complete these questions and you may access the assignment more than once. 5. On the Discussion Board answer ALL the questions posted for this chapter – there is more than one. Click on Reply to post your responses. 	7/18
Chapter 5 Constitutional Law	<ol style="list-style-type: none"> 1. Read Chapter 5 in text. The chapters, however, are rich in information, so if time allows you should read them). 2. Watch PowerPoint Lectures Chapter 5. 3. Take the Quiz found under Assignments in Blackboard. You may access the quiz only once and you have 30 minutes to complete it. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions. 	7/25
Chapter 6 Intentional Torts & Business Torts	<ol style="list-style-type: none"> 1. Read Chapter 6 in text 2. Watch PowerPoint Lectures Chapter 7. 3. Take the Quiz found under Assignments in Blackboard. You may access the quiz only once and you have 30 minutes to complete it. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions. 	7/25

Please complete the Chapters listed above before July 25th.

Chapter 7 Negligence & Strict Liability	<ol style="list-style-type: none"> 1. Read Chapter 7 in text. 2. Watch PowerPoint Lectures Chapter 7. 3. Take Quiz for Chapter 7. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions posted for this chapter. 	8/1
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<p>Chapter 8 Crime</p>	<ol style="list-style-type: none"> 1. Read Chapter 8 in text. 2. Watch PowerPoint Lectures Chapter 8. 3. Take Quiz for Chapter 8. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions posted for this chapter. 	<p>8/1</p>
<p>Chapter 9 International Law</p>	<ol style="list-style-type: none"> 1. Read Chapter 9 in text 2. Watch PowerPoint Lectures Chapter 9 3. Take Quiz for Chapter 9. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions posted for this chapter. 	<p>8/8</p>
<p>Chapter 10 Intro. To Contracts</p>	<ol style="list-style-type: none"> 1. Read Chapter 10 in text 2. Watch PowerPoint Lectures Chapter 10. 3. Take Quiz for Chapter 10. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions posted for chapter 10. 	<p>8/8</p>
<p>Chapter 11 Agreement</p>	<ol style="list-style-type: none"> 1. Read Chapter 11 in text . 2. Watch PowerPoint Lectures Chapter 11. 3. Take the Quiz for Chapter 11. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions posted for this chapter. 	<p>8/14</p>
<p>Chapter 12 Consideration</p>	<ol style="list-style-type: none"> 1. Read Chapter 12 in text. 2. Watch PowerPoint Lectures Chapter 12. 3. Take the Quiz for Chapter 12. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions posted for this 6. Found under Assignments is an anonymous course survey. I would sincerely appreciate if you could take a few minutes to complete it. There are 10 questions regarding your assessment of this course. There is also the formal UAF SOIs that I would also really appreciate you completing. 	<p>8/14</p>

**The final due date for assignments is August 14.
NO late assignments will be accepted. No exceptions.**

Whew! You made it through. I hope you have a fun and relaxing summer!