

**DE ANZA COLLEGE BUSINESS DEPARTMENT**  
**BUSINESS 18**  
**BUSINESS LAW I – SECTION 65Z**  
**WINTER 2022**  
**INSTRUCTOR: BYRON LILLY**

**Student Learning Outcome Statements (SLO)**

By the end of this class, you will be able to:

- Demonstrate a knowledge of basic legal terminology and basic tort, constitutional, criminal, administrative and contract law.
- Identify ethical issues in a business law context and evaluate factually simple contract issues using basic common law or UCC rules.

**Required Materials:**

- **Required textbook:** Essentials of Business Law Custom, 1<sup>st</sup> Edition 2019 (ISBN 978-0-357-43496-3). This is a physical (paper and ink) textbook and can only be purchased from the De Anza College online bookstore because we're the only school that uses it.
- **Alternative textbook:** Essentials of Business Law eTextbook, 6<sup>th</sup> Edition, Jeffrey F. Beatty, Susan S. Samuelson, and Patricia Sanchez Abril, Cengage, **2019** (ASIN: B078KJR66M).
- **Second alternative textbook:** Essentials of Business Law, 6<sup>th</sup> Edition, Jeffrey F. Beatty, Susan S. Samuelson, and Patricia Sanchez Abril, Cengage, **2019** (ISBN 978-1-337-40419-8). This is a physical (paper and ink) textbook that is widely available from many sellers.
- **Important:** Please arrange to **have a book in your possession by Monday, January 3**. Note that earlier editions of the textbook will not work. **Only the 6<sup>th</sup> edition will work**. Even the first textbook listed above is based on the 6<sup>th</sup> edition of the original textbook. It is called the 1<sup>st</sup> edition because it is a custom textbook used only here at De Anza College, but it is **based on** the 6<sup>th</sup> edition of the original textbook.

**Course Requirements:**

**Orientation videos:** This class is offered only through **Canvas**. Canvas can be accessed from the Student tab in MyPortal, or by going to <https://deanza.instructure.com> and using your MyPortal credentials to log in. You will find a collection of orientation videos inside the course website in Canvas, near the top of the page, grouped under the heading "Course Syllabus and Orientation Videos." It is really important that you watch these videos. They will explain how you earn points in the class, and how and why to make a solid and timely start in the class.

**Attendance:** Although this is a 100% online course, it still has an attendance requirement. The attendance requirement for this class has two components: 1. Any student who earns fewer than 1 point during the first week of the quarter will be dropped from the class as a no show, and 2. Each student must hit certain cumulative online point thresholds, one on each of the first seven Sundays of the quarter.

Here are the minimum point thresholds each student **must** meet to avoid being dropped for inadequate attendance, per component two of the attendance requirement in this class:

<b>Date</b>	<b>Minimum online points needed</b>
Sunday, Jan. 9, 2022	85
Sunday, Jan. 16, 2022	160
Sunday, Jan. 23, 2022	260
Sunday, Jan. 30, 2022	400
Sunday, Feb. 6, 2022	510
Sunday, Feb. 13, 2022	590
Sunday, Feb. 20, 2022	650

**Online quizzes:** The online quizzes are due weekly, always at 11:55PM on a Sunday, and are required. You will find them in De Anza's **Canvas** system. There is no cost to access the Canvas system, but you must be currently registered in the course on MyPortal in order to have access. Once during the quarter – **on Sunday, Mar. 13** - you will face two chapters'-worth of online quizzes due on the same night. See the Important Dates section at the end of this course syllabus or our course website in Canvas for details regarding when each chapter's quizzes are due. The online quizzes are open book, open note, but they are not to be taken collaboratively. Each student must complete their own online quizzes without assistance from others. Online quizzes can be completed up to one week late, but your grade on late quizzes will suffer a penalty of 4% per full-or-partial-day they are late.

**Examinations:** There will be two exams: one midterm and one final exam. Both exams are **online** and **asynchronous** and consist of **four parts each**. Each part of each exam is **required**. The final exam is not comprehensive (it's essentially a second midterm that you take during final exams week). Late midterms and finals will, like the online quizzes, suffer a lateness penalty of 4% per full-or-partial day. However, midterm parts may be no more than seven **days** late and final exam parts may be no more than seven **hours** late.

### ***General Information:***

- **Last date to drop with a W:** If you are not doing well in the course, or are unable to finish out the course, you may drop yourself from the course provide you do so by Friday, Feb. 25, 2022. **Late drops** (defined as any drop requested or attempted after Feb. 25, 2022) **are not permitted**.

### ***Grading Policy:***

**Grades shall be assigned based on the following overall scale:**

<b>Weighted average course grade</b>	<b>Letter grade</b>
99% or above	A+
92-98%	A
90-91%	A-
88-89%	B+
82-87%	B
80-81%	B-

78-79%	C+
70-77%	C
67-69%	D+
58-66%	D
55-57%	D-
Below 55%	F

### ***A Word About How I Round Grade Percentages:***

I do not round all grades upward as some instructors do. I will round a grade of 91.5% up to 92%, so that would earn a letter grade of A, but I will always round a grade of 91.4999% grade down to 91%, so that would earn an A-. I use the same rule for all the other breakpoints listed in the above schedule.

### ***A Word About the Difficulty Level of This Course:***

This course is one of only three De Anza College Business courses that is not only CSU-transferable but also U.C.-transferable. This means if you earn a passing grade in this course here, then transfer to any college in California's U.C. or CSU systems, such as U.C. Berkeley or San Jose State University, you will be treated as having passed Business Law I there for the purposes of earning any degree they offer that requires that course. They will not make you take their version. Passing it here counts the same as having passed it there. In order to maintain this transferability, we must periodically satisfy schools like U.C. Berkeley that this course is as difficult and thorough as the course they offer under the same name. For that reason, you may find that this course is a bit more difficult than some of the other courses we offer here in the De Anza College Business department.

### ***Grade Reporting:***

All grade reporting will be done inside Canvas. See the orientation video "How to Check Your Grade So Far" on the course website in Canvas for details.

### ***Academic Integrity Policy:***

Any student who solicits or receives help from any person other than the instructor while completing any online quiz or exam in this class, or who uses what they believe to be an answer key for that quiz or exam to assist them in completing a quiz or exam has, by definition, cheated in this class. Students caught cheating in this class will receive an F on any assignment that the instructor has reason to believe they cheated on, and their name will be reported to the Dean of Student Affairs for possible further disciplinary action, up to and including suspension or expulsion from De Anza College.

### ***Accessing Canvas:***

Canvas can be accessed from the Student tab in MyPortal, or by going to <https://deanza.instructure.com> and using your MyPortal credentials to log in.

***Important dates to remember:*** (All dates in 2022) [**Red** indicates that two chapters' worth of material are due on this date.]

**Monday, Jan. 3** – First day you can begin work on the course material in Canvas

**Sunday, Jan. 9** – The chapter 1 quizzes (there are four of them) are due by 11:55PM.

**Sunday, Jan. 16** – The chapter 4 Canvas quizzes are due by 11:55 pm on this date. (We are skipping chapters 2 and 3.) Also, this is the last day you can drop this class for a full refund, and the last day you can drop it with no grade of record. Drops after this date will result in the student earning a grade of W

(Withdraw) in this class.

**Sunday, Jan. 23** – The chapter 5 Canvas quizzes are due by 11:55 pm on this date.

**Sunday, Jan. 30** – The chapter 6 Canvas quizzes are due by 11:55 pm on this date.

**Sunday, Feb. 6** – The chapter 7 Canvas quizzes are due by 11:55 pm on this date.

**Sunday, Feb. 13** – The chapter 8 Canvas quizzes are due by 11:55 pm on this date.

**Sunday, Feb. 20** – The chapter 9 Canvas quizzes are due by 11:55 pm on this date.

**Friday, Feb. 25** – Last day to drop this course (a W, which stands for “withdrew from the class,” will be placed on your transcript for this class if you drop it after **Jan. 16** but on or before this date.)

**Sunday, Feb. 27** – The chapter 11 Canvas quizzes, **plus all four parts of the online midterm**, are due by 11:55 pm on this date.

**Sunday, Mar. 6** – The chapter 12 Canvas quizzes are due by 11:55 pm on this date.

**Sunday, Mar. 13** – The chapter **13 and 14** Canvas quizzes are due by 11:55 pm on this date.

**Sunday, Mar. 20** – The chapter 15 Canvas quizzes are due by 11:55 pm on this date.

**Thursday, Mar. 24** – **All four parts of the online final examination are due at 11:55 pm**

**Friday, Mar. 25** – The four parts of the final exam cease being “take-able” at 7:00 am, and the course ends.

### ***Contacting the instructor:***

**Office hours:** I will be available to receive your incoming telephone calls **Monday – Thursday 8:20 am - 9:10 am** at (408) 864-8431. At all other times, your call will likely roll to voicemail. If it does, please leave me a message. I will get back to you within one business day. In addition, on most Tuesdays and Thursdays, you can visit me in my office without an appointment from 8:20 am – 9:10 am, which is room F41f in building F4. I can also be reached via email or Canvas message. I check email at least once each weekday. If you need to get in touch with me urgently, I recommend you send me an email **and** leave me a voicemail (on the same topic), or call during my office hours.

**Telephone:** (408) 864-8431

**Email:** [lillybyron@fhda.edu](mailto:lillybyron@fhda.edu)

**Website:** <http://www.deanza.edu/faculty/lillybyron/>