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Paralegal Studies Program

Los Angeles
Mission College

Syllabus

Law 1 - Business Law (UC:CSU) – 3:00 Units

Winter 2014

Winter 2014 - Section 0122 - Internet only
starts 1/6/14 - ends 2/9/14 (5 weeks)



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Instructor: [David Jordan, Esq.](#)
Office: Faculty Office #20
Office hours: Wednesdays 4:00 – 5:00 PM, or by appointment.
Phone: 818/364-7720 - cell phone 818-415-2015

Email: abogado@pacbell.net
etudes site <http://etudes.org> - [etudes help desk](#)
Textbook: **Business Law 12th ed.** Kenneth W. Clarkson, Roger LeRoy Miller, Gaylord A. Jentz, Frank B. Cross

If you are taking this class to meet transfer requirements at a Business or other major, then you might want to download each of the chapters covered in class/online for \$5 each (total of \$80, rather than purchase the whole book for \$280 - [download information here](#))

ISBN: ISBN-10: 0538470828 ISBN-13: 9780538470827

Course Description: Law I is a study of the fundamental principles of law as they apply in the business world. The course examines legal rights and remedies, business torts and crimes, contracts, agency, employment, and negotiable instruments.

Course Organization: Law I is organized into assignments, quizzes, contracts, a final contract project, and forum discussions.

Course grading:

Tests 14 quizzes @ 100 points each = 1400 (28% of your grade)

Assignments - 23 @ 100 points each = 2300 (46% of your grade)

Discussion - Forums - 650 points (13% of your grade)

Final Project - "Invent a Product" - 650 points (13% of your grade)

*******total points possible = 5000**

A = 4500 points or above (or 90%)

B = 4000 points or above (or 80%)

C = 3500 points or above (or 70%)

D = 3000 points or above (or 60%)

F = below 3000 points

Student Learning Outcomes: Upon successful completion of this course, a student will be able to:

1. Brief law cases in contracts including issues related to offer, acceptance, consideration, formation, defenses, breach, and damages.
2. Critically analyze and argue issues of contracts, the UCC as it applies to contracts for sales of goods, Statute of Frauds, and other defenses, and remedies for breach of contracts.
3. Prepare legal documents, forms or papers for a various contracts including release and waiver, secured

promissory note, bill of sale, Breach of Contract, Computer Software Contract, and create a contract under the "Invent a Product" formatted class assignment - see <http://duedates.pbworks.com/w/page/20871974/Invent-A-Product>

Skill Level: College level reading and writing; ability to access the internet. Necessary skills include proficiency using a word processing program, including spell checker, using a web browser, sending and receiving email, saving documents as RTFs (rich text format), uploading and attaching documents.

Estimated Time per Week: 10 hours (see [Carnegie Rule](#)) for regular semester (15 weeks) - substantially more hours per week for an Intersession Class (Winter or Summer) - **20 hours**

Class format: The class is an entirely online class. We use the [Etudes Course Management System](#). Carefully read [our policies](#).

The class follows a weekly format. Click on "Assignments, Tests, Surveys" on left side of your etudes class for a list of work in your online class.

Online classes require your attention and effort. If you fail to log into the class during the first week you will be excluded from the class. There are activities and assignments each week; you will need to log into the class several times a week.

To be a successful online/hybrid student, you need to do schedule a regular time for studying, read and complete on line activities, and [more](#).

Technical Requirements: The minimum computer requirements are: Computer, either a Macintosh or IBM compatible; modem, minimum 28.8, broadband or high speed internet access is preferred and is required to view the videos. Software: Web browser software, preferably Firefox or Chrome, an e-mail address and a word processing program.

Get Firefox: <http://www.mozilla.com/en-US/firefox/all.html>

Get Chrome: <http://google.com/chrome>

Get a free email account at: www.mail.google.com

Students who do not have regular computer access may use computers in the campus Learning Resource Center. Be sure to save all your papers and assignments on a flash drive.

Course Login: <http://etudes.org>

First Assignment: Introduce yourself to the class under the forum discussions for the first week. This is where you will get to know your classmates. Post your introduction by Sunday evening, 11:59 pm, 1/12/14. You may be dropped from class if you do not post your introductions by the end of the 1st week of class.

Contacting Your Instructor: I check my email several times a day and respond to emails within 24 hours. Please don't hesitate to contact me with any questions; email me at: abogado@pacbell.net, in the subject line put: Law 1 #0122. I am also available in-person or by telephone on Wednesdays, 4:00 – 5:00 PM.

Discussion Forums: The discussion forums are the main area for class participation. The weekly discussions open on Mondays and close the following Sunday at 11:59 PM. Initial posts are due by Wednesdays at 11:59 pm. Initial posts should be at least two paragraphs in length (approximately 120-150 words), respond directly to the topic in a reflective manner, referencing the topic link and content provided, and applying the law or case materials. Respond to at least *two* students to each forum by Sunday evening at 11:59 pm.

CLASS BIOGRAPHIES/INTRODUCTIONS: You will find your instructor's welcome and biography posted in the "Discussion Board" of the class website. Please post your bio in the discussion board by Friday of week one. In your bio, please be sure to include:

A few things about you, your academic/career Goals, expectations of the class, how you found out about the class/program, other items of interest, and include any preliminary questions or concerns you have at this point.

DISCUSSION FORUMS: Every week a discussion questions posted to the website "FORUMS." You are required to post a answer to each discussion question by Wednesday of the forum week. Further, you are required to post, at least, one response to two or more of your classmates' initial responses. You are not required to respond to every classmate. You may, although this is a decision each student will make.

Minimum THREE different days per forum week. As we begin our online work together I want to discuss an important aspect of online learning, namely participation. **Participation** is an important part of this collaborative online learning environment. It is well documented that participation and collaboration does enhance learning & whether it be in-class or at a distance. You are encouraged to initiate and respond regularly and make sure *your ideas are presented clearly and are substantive.* *Postings that lack substance will receive little or no credit. For example, "I agree," "Good posting," or similar messages that add little or nothing to the discussion will receive few, if any credits.* Discussions posted to the website are an important part of the learning that takes place in this class. In essence, we learn from each other. Share ideas or questions with your colleagues. Ask them questions. Share your own experiences.

SOME SPECIFIC EXPECTATIONS ABOUT PARTICIPATION:

Class Discussions:

- **Please read, review, and reflect on each message PRIOR to posting to the forums.** Remember: Others cannot get visual clues as to meaning, therefore, be careful in what and how you communicate. **Once posted, messages cannot be deleted!**
- All postings to any meeting in this class are to be considered CONFIDENTIAL and for consideration and discussion only by members of this class.
- Ask questions about areas of the subject that you wish to better understand or for clarification and/or amplification.
- Read your classmates comments and presentations, and respond constructively.
- Offer personal/professional experiences/observations relevant to the items being discussed.

Participation Rubric:

	Unsatisfactory	Satisfactory	Exemplary
A minimum of 3 postings per forum on at least 3 separate days.	Less than 3 substantial postings.	Three required substantial postings.	More than the 3 substantial required posting.
Answers by Wednesday	Posting answers after Wednesday	Posting answers on Wednesday	Posting answers before Wednesday

Respond to classmates by Sunday			
Well reasoned with appropriate	No response or lacks applicability.	Response is applicable, but may not be thorough or	Thorough response with appropriate depth.

analysis.		lacks depth.	
Appropriate dialog with classmates	Responses do not clearly relate to topic.	Responses relate to topic.	Responses clearly relate to topic.
Appropriate grammar, spelling, and APA references.	Spelling and/or grammar errors.	No spelling or grammar errors..	No spelling, grammar errors, or punctuation errors.

Student deliverables should be submitted on the specified date by midnight of the student's time zone. For purposes of scheduling, each week or module begins on Monday 12:01 AM and concludes the following Sunday at Midnight.

EXPECTATIONS FOR WRITTEN WORK:

VOCABULARY - You are expected to read and understand the material presented in the assigned text and articles you locate.

FORMAT - Papers submitted should be written in accordance with the *APA*, *Bluebook*, or *other recognized formatting style*.

GRAMMAR - Use active voice in your writing. Also use the spelling and grammar check feature of your Word Processor before submitting your papers.

Homework Assignments: Assignments require you to read and brief law cases. Read the information on "[briefing law cases](#)". Below is the grading rubric for your case "briefs"

CASE BRIEF GRADING RUBRIC

	Outstanding	Proficient	Adequate	Inadequate
	A	B	C	D/F
Case Name and Citation	Complete case name and properly formatted citation appear at the top of the case brief	Complete case name is provided but citation is incomplete	Complete case name is provided but no citation is give	Neither the case name nor the citation appears at the top of the case brief OR both case name and citation are incorrect.
Operative Facts	Operative facts are relevant to the issue being examined by the court and are logically organized.	Facts are relevant to the question being answered but lack coherence or organization.	Irrelevant facts are included. Lack of logical organization.	Relevant facts are omitted or lost in discussion of unrelated information.
Procedural Facts	Procedural history of the case is clearly and logically presented in proper chronology.	Procedural history of the case is presented but chronology is confusing.	Some procedural history is presented.	No procedural history is presented.
Issue/Short Answer	Includes all elements (applicable law, issue being examined and relevant facts) in a well crafted, grammatically correct question. Answer responds to question being posed.	Issue is separately articulated, but does not include all elements; applicable law, issue being examined and relevant facts. Answer responds to question being posed.	Issue is not separately articulated, but implied through description of facts or discussion of law. Answer does not respond to question being posed.	Issue is not articulated No answer is given.

Law	Law is correct and is relevant to the question being answered. Rule(s) of law succinctly paraphrased rather than quoted.	Law is correct and is relevant to the question being answered, but is not paraphrased	Rules of law are used in providing answer, but it is unclear if writer understands the law and is properly applying it.	Rules of law are omitted from answer or incorrect law is used.
Rationale	The court's reasoning is presented in a clear and logical fashion, leading the reader to an understanding of the rationale behind the law.	Law is applied to the facts, but the underlying rationale is not clear.	Analysis is unclear, causing the reader to question whether the law is correct.	No analysis of the law is given.
Writing Mechanics	Sentence structure, grammar, punctuation are substantially correct.	Sentence structure, grammar, punctuation are substantially correct.	Adherence to rules of writing is poor.	Rules of writing are ignored or misunderstood.
	Each component's material is logically organized and presented in a clear, concise manner.	Organization is logical but needs better consistency and clarity.	Material lacks organization and/or is unclear, making it difficult to understand.	No apparent logic to the organization of the material. Writing lacks clarity.

****above adopted from case grading rubric - [AAFPE.org website](http://AAFPE.org)**

Students who plagiarize will receive zero credit on the assignment.

Contracts (6): Students will be required to "draft" [six \(6\) contracts](#), [Final Contract Project: Final Contract Project](#) is the final project for the class and is worth 650 points out of 5000 or 13% of your final grade. it requires you to draft a contract including all of the legal concepts and principles you learned in this class.

Quizzes: The class is divided into weekly quizzes - 14 quizzes@ 100 points each = 1400 points (20 multiple choice questions each - and 60 minutes for each quiz). This is 28% of your grade.

Assignments: There are assignments each week (total of 23 @ 100 each for total of 2300 points are 46% of your final grade)

Forum Discussions: The class is divided into weekly discussion forums. This is 13% of your grade.

Late Assignments Our ["Late Work" Policy](#) is firm.

Dropping your class/Exclusion: You will need to drop the class in the first week of the Winter 2014 session, to drop the class with a "W"

It is the sole responsibility of the student, and not the instructor, to drop the class.

In addition, students who fail to login and post their introduction to class within the first (ten) days of class may be dropped from their online class.

Grading Policy: Letter grades will be determined based upon the following:

Tests 14 quizzes @ 100 points each = 1400 (28% of your grade)

Assignments - 23 @ 100 points each = 2300 (46% of your grade)

Discussion - Forums - 650 points (13% of your grade)

Final Project - "Invent a Product" - 650 points (13% of your grade)

*******total points possible = 5000**

A = 4500 points or above (or 90%)

B = 4000 points or above (or 80%)

C = 3500 points or above (or 70%)

D = 3000 points or above (or 60%)

F = below 3000 points

Grade Scale:	A	90-100
	B	80-89
	C	70-79
	D	60-69
	F	≤ 60

Please note that a grade of C or higher is required for each of the 12 paralegal certificate classes.

Points will be posted on the class website within a week after each activity closes.

Reasonable Accommodation: For students requiring accommodation the DSPS office provides special assistance in areas like: registering for courses, specialized tutoring, note-taking, mobility assistance, special instruction, testing assistance, special equipment, special materials, instructor liaisons, community referrals, and job placement. The phone number for the Office of Students with Disabled Student Programs and Services is: (818) 364-7732.

Important Dates

Website opens Sunday 1/5/14 @ 6 pm

The limit is now three times to take a class and includes both substandard grades and withdrawals.

Drop classes with a "W" - Letter grade is required after this date and forward - check the Academic Calendar at the main college website (<http://lamission.edu>)

If you stop attending a class (or wish to drop a class), **YOU MUST DROP THE CLASS YOURSELF ONLINE– OFFICIALLY before the last day to drop (see academic calenar). Failure to do so may result in a grade of “F” in that class.**

REGISTRATION INFORMATION Website – <http://www.laccd.edu> (Student Information System)

Admission Regular Office Hours (Subject to change) Monday and Thursday – 8am-5pm Tuesday and Wednesday – 8am-7pm Friday – 8am-12noon

REGISTRATION INFORMATION Website – <http://www.laccd.edu> (Student Information System)
Admission Regular Office Hours (Subject to change) Monday and Thursday – 8am-5pm Tuesday and Wednesday – 8am-7pm Friday – 8am-12noon

REMINDER: There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. (See Important Notice, page 3 of the College Catalog)

If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY. Failure to do so may result in a grade of “F” in that class

New 3 Repeat Rule

IMPORTANT NOTICE

All Students Please Read

Beginning Summer 2012: New 3 Repeat Rule

EFFECTIVE SUMMER 2012, course withdrawal (“W”) or a substandard grade (“D,” “F,” or “NP”) count as an attempt at a course. Only three attempts at any one course will be allowed, with some exceptions. Listed below are the new rules that all students need to know about.

- Students who drop or are excluded after the last day to drop without a grade of “W” will have a “W” appear on their transcript. The “W” will count as an attempt for that course.
- A course in a student’s transcript which currently shows a recorded “W” counts as an attempt for that course.
- Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- For courses designated as “repeatable,” students may repeat up to three times (See Title 5 California Code of Regulations sections 55040, 55041, 58161).
- Where the student’s number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances.

What students should do:

- Be sure you are academically ready for classes you enroll in.
- If you must drop a course, drop before the specific deadline for dropping a class without a grade of “W.”

Calendar of Activities

Work in law 1 is due on **Sundays** at 11:59 pm - no late work please - <http://profj.us/late>

Chapter Quizzes (online students please take all quizzes online - see below deadlines - once you begin the quiz you must complete it - quizzes are 60 minutes (1 hour in length))

Quiz A - Chp. 10 - Nature & Terminology of Contracts - **Due 1-12-14**
Quiz B - Chp. 11 - Agreement - **Due 1-12-14**
Quiz C - Chp. 12 - Consideration - **Due 1-19-14**
Quiz D - Chp. 13 - Capacity & Legality - **Due 1-19-14**
Quiz E - Chp. 14 - Mistakes, Fraud & Voluntary Consent - **Due 1-19-14**
Quiz F - Chp. 15 - Statute of Frauds - **Due 1-26-14**
Quiz G - Chp. 16 - 3rd Party Rights - **Due 1-26-14**
Quiz H - Chp. 17 - Performance & Discharge - **Due 1-26-14**
Quiz I - Chp. 18 - Breach of Contract & Remedies - **Due 2-2-14**
Quiz J - Chp. 19 - Formation of Sales & Lease Contracts - **Due 2-2-14**
Quiz K - Chp. 21 - Performance & Breach of Sales & Leases Contracts- - **Due 2-2-14**
Quiz L - Chp. 22 - Warranties & Product Liability - **Due 2-9-14**
Quiz M - Chp. 24 - Function & Creation of Negotiable Instruments - **Due 2-9-14**
Quiz N - Chp. 32- Agency Formation & Duties - **Due 2-9-14**

Week 1 - Due 1-12-14

- Read the [syllabus for the class](#) and order the [textbook](#) - West Business Law 12th edition
 - Post your [Introduction](#)
 - Post "[How to Study Law](#)
 - Post [Good Legal Writing](#)
-

- Read the Chapter 10 - Nature and Terminology of Contracts
 - Read Chapter 11 - Agreement
 - Read Chapter 12 - Consideration
 - #1 Chapter 10 - Nature and Terminology Case Problem - [nature of contracts](#)
 - #2 Chapter 11 - Agreement Case Problem - [offer & acceptance](#)
 - #3 contract #1 [contracts](#)
 - Quiz #A - Chp. 10 Nature and Terminology of Contracts
 - Quiz #B - Chp 11 Agreement
 - Discussion Forum
-

Week 2 - Due 1-19-14

- Read Chapter 13 - Capacity
- Read Chapter 14 - Genuineness of Assent
- Read Chapter 15 - The Statute of Frauds
- #4 Chapter 12 - Consideration - Case Problem
- #5 Chapter 13 - Capacity Case Problem
- #6 Chapter 14 - Genuineness of Assent Case Problem

- #7 Chapter 15 - Statute of Frauds Case Problem
 - Quiz #C Chp 12 Consideration
 - Quiz #D Chp. 13 Capacity
 - Quiz #E Chp.; 14 - Mistakes, Fraud and Voluntary Consent
 - read how to improve your test scores - <http://profj.us/26w/law1/improvemc.htm>
 - Discussion Forum
-

Week 3 - Due 1-26-14

- Read Chapter 16 - Third Party Rights
 - Read Chapter 17 Performance and Discharge
 - Read Chapter 18 - Breach of Contract
 - #8 Chapter 16 - Third Party Rights Case Problem
 - #9 contract # 2 [contracts](#)
 - #10 Chapter 17 - Performance and Discharge Case Problem
 - #11 Chapter 18 - Breach of Contract Case Problem
 - Quiz #F Chp. 15 Statute of Frauds
 - Quiz #G Chp. 16 3rd Party Rights
 - Quiz #H Chp. 17 Performance and Discharge
 - Discussion Forum
-

Week 4 - Due 2-2-14

- Read Chapter 19 - Formation of Sales & Lease Contracts
 - Read Chapter 20 - Title, Risk & Insurable Interest
 - Read Chapter 21 - Performance and Breach of Sales Contracts
 - Read Chapter 22 - Warranties & Product Liability
 - #12 Chapter 19 - Formation of Sales Contracts Case problem
 - #13 Chapter 21 - Performance & Break of Sales & Lease Contracts Case problem
 - #14 - contract #3 [contracts](#)
 - #15 Chapter 22 - Warranties & Product Liability Case problem
 - Quiz #I Chp. 18 Breach of Contract
 - Quiz # J - Chp. 19 Formation of Sales & Lease Contracts
 - Quiz #K Chp. 21 - Performance & Breach of Sales & Leases Contracts
 - Discussion Forum
-

Week 5 - Due 2-09-14

- Read Chapter 24 - The Function and Creation of Negotiable Instruments
- Read Chapter 31 - Agency Formation & Duties
- #16 Chapter 24 - Negotiable Instruments Case Problem
- #17 contract #4 [contracts](#)
- #18 - contract # 5 [contracts](#)
- #19 Chapter 32 Agency Case Problem
- #20 - contract #6 [contracts](#)
- #23 Assignment on Torts/Crimes/Employment Law

- Quiz #L Chp. 22 Warranties & Product Liability
 - Quiz #M Chp. 24 - Function & Creation of Negotiable Instruments
 - Quiz #N Chp. 32 Agency Formation & Duties
 - Final Contract Project "Invent a Product" (1000 points)
 - Discussion Forum
-

Scores and Grades

Tests 14 quizzes @ 100 points each = 1400 (28% of your grade)

Assignments - 23 @ 100 points each = 2300 (46% of your grade)

Discussion - Forums - 650 points (13% of your grade)

Final Project - "Invent a Product" - 650 points (13% of your grade)

*******total points possible = 5000**

A = 4500 points or above (or 90%)

B = 4000 points or above (or 80%)

C = 3500 points or above (or 70%)

D = 3000 points or above (or 60%)

F = below 3000 points

A grade of C or greater is required to pass the class for the Paralegal Certificate

SPECIAL ACCOMMODATIONS

If you require special accommodations for a disability, religious holiday, or any other reason please inform your instructor(s) within the first week of the course and we will accommodate you if at all possible. For accommodations due to disability, you must consult with the Disabled Students Programs and Services Office after which we will abide by their recommendations.

COLLEGE RESOURCES FOR LAMC STUDENTS

see <http://lamission.edu/de/student-services>

Admissions and Records: Students can register for classes, request transcripts, file

petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: <http://www.lamission.edu/admissions/>

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit <http://www.lamission.edu/assessment/>

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit <http://eagleslanding.lamission.edu/default.asp>

Counseling Department: For appointments and information call 818-364-7655 or visit <http://www.lamission.edu/counseling/>

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit <http://www.lamission.edu/dsps/>

Extended Opportunity Programs and Services (EOP&S): For appointments, eligibility and information call 818-364-7645 or visit <http://www.lamission.edu/eops/>

Financial Aid: For information and applications call 818-364-7648 or visit <http://www.lamission.edu/financialaid/>

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit <http://www.lamission.edu/library/>

STEM Office: For information on free tutoring, resources and academic counseling for STEM (Science, Technology, Engineering, and Technology) students visit: <http://www.lamission.edu/stem>

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter/

Three Attempt Limit

A new state policy in effect as of 2012 limits students to **three attempts per course**.

Receiving a grade or a "W" for a course counts as an attempt, **regardless of when the course was taken**. Withdrawal by the deadline to avoid a "W" will not count as an attempt.

updated: 12/27/13 @ 7:28 am