

Business Administration 113
BA113 Legal Environment of Business
1st 15-Week #21773 Online (8/19/19 – 11/26/19)



Syllabus
&
Weekly Schedule

Fall 2019

As Noted in the Schedule
Midterm & Final On-Campus (free)
OR

Midterm & Final 100% Online proctored with Webcam/Google Chrome
(Pay \$10.20 via Credit Card to “Proctorio” one-time fee for both Midterm & Final Exam)

See Below for Full Details Including Testing Dates/Hours
Note: Syllabus supplemental information on Canvas home page

Business Administration: Professor Gerardo Ramos

BA113 #21773 1st 15-Week Fall 2019 Course Outline (Subject to Changes)

Week	Week Beginning Monday	Chapter Topics	Chapter Readings	Assignments plus DQ**	Tests & Due Dates
1	8/19	<ul style="list-style-type: none"> • Law & Legal Reasoning 	1		Check-In Canvas By Wed 1/21 (No-Shows will be dropped)
2	8/26	<ul style="list-style-type: none"> • Courts & Alternative Dispute Resolution • Court Procedures 	2, 3	DQ1 Due Sun 9/1	~ Read, Read, Read ~
3	9/2*	<ul style="list-style-type: none"> • Business & The Constitution • Business Ethics 	4, 5		
4	9/9	<ul style="list-style-type: none"> • Tort Law • Strict Liability & Product Liability 	6, 7		Test#1 (Chp1-7) Online Canvas Due Sun 9/15
5	9/16	<ul style="list-style-type: none"> • Intellectual Property Rights • Internet Law, Social Media & Privacy 	8, 9	DQ2 Due Saturday 9/22 Canvas	
6	9/23	<ul style="list-style-type: none"> • Criminal Law & Cyber Crime • International & Space Law 	10, 11		
7	9/30	<ul style="list-style-type: none"> • Formation of Traditional & E-Contracts 	12, 13	Midterm Test #2 (Chp 8-13) On-Campus Wed 10/2 To Sat 10/5 OR Pay \$10.20 Online Using Proctorio*	
8	10/7	<ul style="list-style-type: none"> • Sales & Lease Contracts • Credit-Debtor Relations & Bankruptcy 	14, 15		
9	10/14	<ul style="list-style-type: none"> • Small Businesses & Franchises 	16	~ Read ~	DQ3 Due 10/20
10	10/21	<ul style="list-style-type: none"> • Limited Liability Business Forms 	17, 18		Student Learning Outcome Due 10/27
11	10/28	<ul style="list-style-type: none"> • Agency Relations • Employment Laws 	19, 20		
12	11/4	<ul style="list-style-type: none"> • Employment Discrimination 	21		Test#3 (Chp14-21) Online Canvas Due Sun 11/10
13	11/11**	<ul style="list-style-type: none"> • Immigration & Labor Law • Administrative Agencies • Consumer Protection 	22, 23, 24		Case #1 IDR/IRAC/Textbook Due 11/17

14	11/18	<ul style="list-style-type: none"> Environmental Law Real Property & Land-Use Control 	25, 26		Final Exam (Chp 22-26) On-Campus Wed 11/20 To Sat 11/23 OR Online Proctorio*
15	11/25	<ul style="list-style-type: none"> Antitrust Laws Investor Protection & Corporate Governance 	27 Skip 28		Course Ends Tuesday 11/26

*Midterm/Final Exam: On-Campus **OR** 100% Online Using Proctorio \$10.20 (Need Webcam/Google Chrome) –See page 6 for testing details.
>Course/Campus Holidays: 9/2 Labor Day, 11/11 Veteran’s Day Observance

** Discussion Questions (DQ)

Evaluation

Assignments	Max. Points	Total Points Possible
1 Individual Learning Outcome Assignment	50 Points	50 Points
1 Case Study: Individual Assignment	50 Points	50 Points
4 Tests Total		
>2 Online/Canvas Tests	100 Points Each	400 Points
>1 Midterm On-Campus OR Online*		
>Final Exam On-Campus OR Online *		
4 Easy, Random & Fun, Discussion Questions (DQ) (Includes Check-In)	15 Points Each	60 Points
	Total Points	560 Points

*Note: Midterm & Final Exam are to be taken on campus **OR** 100% online in Canvas using Proctorio \$10.20 fee (Need webcam, Google Chrome, computer access to Internet) per the department's agreement with 4-year universities. All other tests will be taken online in Canvas. Note: The following grading is used:

Overall Percent Range	Grade
90% - 100%	A
80% - 89%	B
70 – 79%	C
60 – 69%	D
< 60%	F

Final grades are non-negotiable.

****Details Regarding Your Proctored Test #2/Midterm & Final Exam****

As stated in our Printed/Online Schedule and syllabus, you will have two (2) tests free on campus at the Success Center proctoring center (near library math lab); however, this semester you will have the option of taking the test 100% online proctored by a 3rd party service called "Proctorio" (\$10.20 credit card fee) using Google Chrome and a webcam. Note: This is part of our matriculation agreement with 4-year schools and is a mandatory part of taking this course. Although this is an online class, you are required to take the Midterm and Final exams on-campus. As noted above new to the Fall 2019 semester, you will have the option of taking the Midterm & Final exam 100% online using a proctoring service called "Proctorio." Proctorio runs within Canvas and you need a computer/tablet running the latest Google Chrome browser plus a working internet connection. Only select one format, meaning take the midterm either on-campus OR online. Those who inadvertently take both formats will earn the lowest grade. Email me if you have any issues or need to be dropped from the course.

Pay \$10.20 via Credit Card one-time fee directly to Proctorio in Canvas: 100% Online Midterm & Final Exam Testing using "Proctorio" in Canvas:

The instructor will provide details in the "Announcement" section. If you already prefer this option, ensure you have a working computer or tablet, a working webcam, current identification (will need to show ID on webcam), the latest Google Chrome browser). Further details for 100% Online "Proctorio." Note: Proctorio charges \$10.20 for online proctoring. Our department began using Proctorio in summer of 2017 and our students have really enjoyed the convenience of technology! Again, the instructor will provide further details in the "Announcement" section in Canvas.

OR

"Free" On-Campus Midterm & Final-Exam Testing: See below (including page 5)

>Location : Cerritos College 11110 Alondra Boulevard, Norwalk, Ca 90805, need parking permit, \$2 at yellow kiosk.

>Testing Place: Success Center (Near elevators near inside library entrance), proceed downstairs computer study area. Enter through "Math Lab door proceed to service desk. Ask for Proctoring Desk Staff. The staff will store bags and place ID's under lock and key. Keep valuables at home. Proctoring Center basement near math lab Room LC137.

On-Campus Testing HOURS & DAYS (Add To Your Calendar)

Required: Current Cerritos College ID with Fall 2019 sticker & Scantron Form 882E and #2 Pencil

Location: Success Center Proctoring Desk, basement floor near Library

No appointment needed: Just show up within listed days/times.

No need to email your instructor: Just show up within listed days/times.

Must return hard-copy exam and Scantron to proctoring staff. Failure to return hard-copy test will result in a zero grade. Please return both exam and Scantron.

>On-Campus **Midterm Test** Arrival Time/Day:

Select your Test Day & Time; Note Special "Arrival" Hours:

*Wednesday 10/2/19 To Saturday 10/5/19; Testing Dates/Time for On-Campus Exam:

-Wednesday 10/2 Through Thursday 10/3: 9am-8:30pm (must arrive by 6:30pm)

-Friday 10/4: 10am-1:30pm (must arrive by 11:30am)

-Saturday 10/5: 10am-2:30pm (must arrive by 12:30pm)

>On-Campus **Final Exam Test** Arrival Time/Day: Same location as Midterm. Select your Test Day & Time; Note Special "Arrival" Hours:

Wednesday 11/20/19 To Saturday 11/23/19; Testing Dates/ Locations for Exam;

-Wednesday 11/20 AND Thursday 11/21: 9am-8:30pm (must arrive by 6:30pm)

-Friday 11/22/19: 9am-1:30pm (must arrive by 11:30am)

-Saturday 11/23/19: 10am-2:30pm (must arrive by 12:30pm)

Test Duration

>**Test Time:** 2 Hours and must be taken same day and must arrive by the special "Must Arrive" time listed above. You will have 50 questions. My traditional on-campus classes have 40 questions to complete the test in one hour. You have 2 hours maximum same day.

>**Need:** Current Cerritos College ID with current sticker, 882E Scantron, #2 Pencil

UPDATED (Proctoring center rules: No Cameras allowed, sorry -this means no phones, no laptops, no tablets...etc.) >You may use: **OPEN BOOK** (hard-copy), open notes (written ok, printed Power Points ok), no sharing, no Laptop/iPad/electronic device (it is very rare nowadays to find a device without a camera). The library reference desk has one 10th edition textbook on reserve AND three 9th edition textbooks on reserve, make time to check one out. Thank you for understanding our proctoring format. Also, no wireless/internet available so plan ahead. No sharing of materials. No food or drink allowed. Again, please keep valuables at home.

Course Description

This is a course that provides a meaningful portrayal of the operation and interaction of public and private law in the political and socio-economic environment. This is achieved by the study of the state and federal legal system and the laws that regulate business organizations. This course can be taken in either a traditional or an online learning environment.

Transfer Credit: CSU; UC*. *UC credit limits may apply. LAW 110, LAW 111, and BA 113 combined: maximum credit, one course.

Student Learning Outcome

- A. Identify the advantages and disadvantages of the major types of legal business organizations.
- B. Discuss product liability.
- C. Outline the steps followed in a civil procedure case.
- D. Explain the ethical standards used in the business environment.

Required Text

The Legal Environment of Business, Text and Cases, Tenth Edition (2018)
Authors: Frank B. Cross, Roger LeRoy Miller
ISBN10: 1-305-96730-5, ISBN13: 978-1-305-96730-4, Publisher: Cengage
www.cengage.com/blaw/cross

Other Required Materials: Notepad, pen, #2 pencil, folder, Scantron 882e for exams

Student Success Initiatives:

- >iFalcon & The Habits of Mind: www.cerritos.edu/ifalcon
- >Phi Beta Lambda/The Business Club: Leadership, Career, Networking, Travel; pbl@cerritos.edu
- >Alpha Gamma Sigma Honor Society: Team building, professionalism, leadership: ags@cerritos.edu

iFalcon & The Habits of Mind: www.cerritos.edu/ifalcon

Prerequisite: Check with your respective business counselor if you are following a transfer plan or certificate plan. Classes are subject to administrative audit at anytime during the semester. Any unqualified student will be administratively dropped.

Disabled Student Programs & Services (DSPS) at Cerritos College: Students with limitations due to a disability may receive support services and instruction from Disabled Student Programs and Services. Those students with mobility, visual, hearing, speech, psychological and other health impairments as well as learning and developmental disabilities are served. Disabled Student Programs and Services (DSPS) has been in operation at Cerritos College since 1969.

I wish you well! ~Ramos BA113 #21773 15W1 Fall 2019