

**NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE**

<b>COURSE:</b>	<b>PREFIX NO.</b>	<b>EFFECTIVE DATE</b>	<b>NEXT REVIEW DATE</b>		
	BUS 123	January 2009	January 2010		
<b>TITLE</b>	<b>CREDIT</b>	<b>CONTACTS</b>			
		<b>CLASS</b>	<b>- LAB</b>	<b>- TOTAL</b>	
Business Law II	3	3	0	3	

**PREREQUISITES:** None

**DESCRIPTION:** This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailments, duties and liabilities of common carriers, innkeepers, warehousemen, and agencies.

**TEXTBOOK(S) OR ALTERNATIVE:** Law for Business, Ashcroft and Ashcroft  
16<sup>th</sup> Edition

**MATERIALS** (specifying those to be purchased by student):

**COLLATERAL READING:** Current Events

**CLASS MANAGEMENT ACTIVITIES** (Attendance, tardies, testing, etc.):

**ACADEMIC HONESTY:** During a test, as well as on any written assignment, paper, or project, anyone caught exchanging information or copying someone else's work will be given a grade of "F" on that work and face further disciplinary action. Refer to the "Student Code Book", "Academic Dishonesty".

**ABSENCES:** Twenty percent will be the maximum number allowed (example for night 16 X 20% = 3). There are no excused absences except those verified by other instructors for field trips or school related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the twenty percent.

**TARDIES:** A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence. Any student who shows up for class more than ten minutes late will be counted as absent for that class. Any student who is tardy more than eight times will be dropped from the class.

**TESTING:** A pop test may be given on the day of the lecture which will be a short quiz or if given on the day the workbook is due the student will turn their work in for that day. After the instructor takes the work up, no student will be allowed to turn it in. Any assigned test cannot be made up without the consent of the instructor. A just cause must be given.

**CLASSROOM ETIQUETTE:** An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate.

**DISABILITIES STATEMENT:** Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See *College Catalog*)

**STUDENT ID:** It is mandatory that every student wear his or her student ID at all times.

During the first week of classes, the instructor will issue a reminder to wear the ID. This reminder is a warning.

Then instructors are required to dismiss students without ID from class. The student may get his/her ID (or a new one from Student Services for \$3.00) and return to class before the midpoint of the class. If the student cannot get an ID and return to class by the midpoint, the instructor will record the absence.

**RESOURCES (A-V, persons, tools/equipment):**

Video cassettes, Guest speakers, Court visits

**COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.**

I. CH 20 Nature of Negotiable Instruments

II. CH 21 Essentials of Negotiability

III. CH 22 Promissory Notes and Drafts

\* TEST

IV. CH 23 Negations and Discharge

IV. CH 24 Liabilities of Parties & Holders in Due Course

V. CH 25 Defenses

\* TEST

**COURSE TOPICAL OUTLINE** (Continued)

- VI. CH 26 Nature and Creation of an Agency
- VII. CH 27 Operation and Termination of an Agency
- VIII. CH 28 Employer and Employee Relations
- IX. CH 29 Employee's Rights
- X. CH 30 Labor Legislation

\* **TEST**

- XI. CH 31 Introduction to Business Organization
- XII. CH 32 Creation and Operation of Partnership
- XIII. CH 33 Dissolution of Partnership

\* **TEST**

- XIX. CH 34 Nature of a Corporation
- XX. CH 35 Ownership of a Corporation
- XXI. CH 36 Management and Dissolution of a Corporation

**OBJECTIVES OF COURSE:**

1. To give the student an understanding of commercial paper, its characteristics, and how it is transferred.
2. To give the student an understanding of the difference between an agency and employment relationship. Also their creation, operation, and termination.
3. To give the student an understanding of the formation, operation, and termination of a partnership and corporations.

Upon successful completion, the student should be able to do the following:

1. Identify negotiable instruments in their money form and identify the warranties and liabilities associated with each.
2. Identify the different types of agencies, organizations and their formations and dissolution's.

**INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:**

1. Lecture on each chapter.
2. General discussion on problems, questions, and cases.
3. Guest attorneys and justices speaking to the class on various subjects.

**EVALUATIVE METHODS TO APPRAISE OBJECTIVES:**

1. Questioning of individuals on their views about the cases, questions, and problems in the study guide.
2. Class discussions about how they feel to the above answered questions, problems, or cases.
3. Pop tests
4. Regular Assigned Tests

Tests:

- Test 1 - Chapters 20-22
- Test 2 - Chapters 23-25
- Test 3 - Chapters 26-30
- Test 4 - Chapters 31-33

**GRADING SCALE:**

- A = 100 - 90
- B = 89 - 80
- C = 79 - 70
- D = 69 - 60
- F = 59 - BELOW

**COMPLETION OF FINAL GRADE:**

- Regular Assigned Test. . . .95%
- Pop Test & Class Work. . . . 5%