

SAM HOUSTON STATE UNIVERSITY  
COLLEGE OF BUSINESS ADMINISTRATION  
Department of General Business and Finance

Course Syllabus

Spring, 2008

COURSE NUMBER: GBA 362

COURSE TITLE: Business Law

PREREQUISITES: Junior standing

INSTRUCTOR: Dr. Keith Jenkins      OFFICE: BA 210B      PHONE: 294-1286  
email gba\_gkj@shsu.edu

CLASS SCHEDULE

TTH: 8-9:30 GBA 362 Rm 202

TTH: 9:30-11 GBA 362 Rm 202

TTH:12:30-2 GBA 464 Rm 202

Tue : 6-9 GBA 363 UCTR

OFFICE HOURS:

TTH: 7:30 - 8:00, 11-12,

Wed: 7:30 -11:30

Tue., 2-4, UCTR 5-6, 9-

Other times by Appointment

REQUIRED TEXTS: West Business Law by Clarkson, Miller, Jentz, Cross, West Publishing, 10th Edition.

SUPPLEMENTAL TEXTS: none

COURSE DESCRIPTION: The purpose of this course is to give students an understanding of the commercial transactions in which business engage. Students are ask to examine the contractual relationship along with credit and debt structures. It may be elected by nonbusiness students.

COURSE OBJECTIVES:

Students will be expected to:

1. Develop the ability to recognize legal problems that arise in common business transactions.
2. Know selected legal rule and their impact on the decisions made in operations of businesses.
3. Develop the analytical thinking process by the application of legal concepts in the solving of problems.
4. Understand the Commercial transactions based on contracts and the financing arrangements including the use of secured and unsecured loans.

## COURSE EVALUATION PROCESS:

A grade for the course is based on three unit exams plus a final, class participation, observation by the professor which demonstrate the students knowledge, and extra credit participation.

- Three (3) major examinations . 66% of grade

The 1st exam grade of these three (3), May be dropped if that grade is lower than the other grade on exams including the Final exam. Each exam is comprehensive.

-- comprehensive final exam . 33% of grade

There is one comprehensive Makeup exam covering the first three units. If a student misses an exam the student must arrange to take the makeup during the week before finals during office hours.

Grades in this course are determined by applying the following scale to a student's average:

>89.5 = A

79.5 - 89.4 = B

69.5 - 79.4 = C

59.5 - 69.4 = D

<59.5 = F

**There will be no early finals or other examinations given for any reason.**

## RELIGIOUS HOLY DAYS POLICY:

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable time frame in which the missed assignments and/or examinations are to be completed.

## DISABLED STUDENT POLICY:

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic, Student Life program, or activity. Handicapped students may request academic assistance when needed from a Committee for Continuing Academic Assistance for Disabled Students by visiting the Director of the Counseling Center in the Lee Drain Building Annex, or by calling ext. 1720.



## CLASS & ATTENDANCE POLICY:

Attendance in this class is expected as is stated in the latest Sam Houston State University catalog. Those who miss a substantial number of classes will penalize themselves by missing material that will be discussed in class, that may not appear in the texts, and over which the class will be tested. Please come in if you are late and be seated quietly. **If a student is consistently late, consistently late means greater than 3 times late, each late arrival in excess of 3 will be considered an absence.** Absence in excess of 10 hours will result in the grade F for the semester. **Students leaving class early without prior approval will be marked absent. Failure to be in class is an absence, there is no excused absence.** Students who must be absent may receive attendance credit for that day by attending another session of the class that day, and notifying the instructor of their presence. However, extra credit, if given, may not be made up.

Any examination missed because of an absence must be made up at the end of the semester when one (1) comprehensive make-up examination will be given to all students who missed examinations. If more than one (1) exam was missed, the make-up will count for each of the missed exams -- that is, if one (1) exam is missed the make-up will count once, if two (2) exams are missed the exam will count twice, etc.

Students are considered to be learning how to become a part of the business community and are expected to dress and act accordingly. **No hats** are to be worn in the class room. University policy **prohibits Food & drink** in Classrooms and will be enforced. There is adequate time between classes to take care of personal hygiene, eating snacks, or getting something to drink. Do not leave the classroom during class except for an emergency.

## COURSE OUTLINE:

The course is divided into a series of units that after the conclusion of the lecture and discussion of each unit an exam is given.

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### Unit I    Approximately Six weeks

Formation of Contracts  
Capacity to contract  
Excused non performance  
Third parties  
Termination  
Chapters  
10,11,12,13,14,15,16,17,18,19

### Unit II    Approximately four weeks

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### Unit III    Approximately Three weeks

Negotiable vs Non-negotiable  
Instruments  
Holders in Due course  
Defenses  
Liability, Bank Depositor  
relationship  
Chapters 24, 25, 26,27

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Unit IV Approximately two weeks

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