



Class Syllabus - Business Law

Mrs. Alma Rangel

Room: 302

Phone: 956-580-5300 ext. 1183

Conference: 1st block

COURSE DESCRIPTION

Business Law is designed for students to analyze various aspects of the legal environment, including ethics, the judicial system, contracts, personal property, sales, negotiable instruments, agency and employment, business organization, risk management, and real property.

COURSE OBJECTIVES

- Business Communication, Business Organization
- Civil Law, Criminal Law, and Government Regulations; Contracts
- Real and Personal Property, Real Estate Law
- Sales, Negotiable Instruments
- Employment Law, Insurance and Risk Management
- Developing Leadership Skills

CLASS EXPECTATIONS

This class will be operated in the manner of a professional learning environment. This environment includes

1. **BE ON TIME** - You must be in your seat, logged into your computer, and prepared to work at the tardy bell. ALL Doors will remain locked (Student must take pass when leaving class), Back Door SHOULD NOT BE OPEN at any time.
2. **BE RESPECTFUL**
 - a. Demonstrate RESPECT to your classmates and teachers and their property.
 - b. Professional behavior and language is expected at all times.
 - c. Treat your computer with care. If you encounter problems with your computer, please report it to me so I can submit a work order.
3. **ABSOLUTELY** no food or drink in the computer lab.
4. No caps or hoodies!
5. Only use the internet with the teacher's permission and follow the Internet safety guidelines.
6. All assignments will be due no later than the due date assigned by the teacher. Notify teacher if you will be out (due date may change if excused absence)
7. **BEGINNING OF CLASS PERIOD** -
 - a. Leave your cell phone in "Parking Lot".
 - b. Take your seat
 - c. Log in to your computer
 - d. Begin with our daily bell ringer. (This should be before the bell rings).
8. **END OF CLASS PERIOD/CLASS DISMISSAL** -
 - a. Remain seated the Bell doesn't dismiss you I DO!! DO NOT STAND BY THE DOOR
 - b. Workstation area must be clean and chairs must be pushed in!!
 - c. Save your work and LOG OFF

CELL PHONE POLICY

NO Personal electronic devices including Cell phones and headphones. Devices must be **turned off and stored away**. Please make note of the following new cell phone policy.

Cell phones must be stored in the classroom "Parking Lot". If a cell phone is not stored away make note of the following consequences.

- 1st Offense - Documented warning
- 2nd Offense - \$15 Fine and 24 hour return
- 3rd Offense - \$20 Fine and 48 hour return
- 4th Offense and subsequent offenses - \$25 fine and 48 hour return.

BATHROOM POLICY

Only one student at a time is allowed to use the restroom. Students are not allowed to take their cell phone to the restroom; it must be left with the teacher in exchange for a bathroom pass. Students may not go to the restroom until attendance has been taken and instructions have been given.

REQUIRED CLASS MATERIALS

Paper Towels

Clorox Wipes

ACADEMIC DISHONESTY

Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.

ATTENDANCE, EXAMS AND ASSIGNMENTS

Students are expected to attend class, participate in class discussions, and complete all labs, assignments, and activities. If you must miss a class for any reason, **YOU** are responsible for making up the work and collecting any notes/assignments that you missed. Makeup exams and assignments will be accepted at the instructor's discretion. On the first day that you return to class, it is your responsibility to check with the instructor.

GRADING

Semester Average:	
Assignment	Weight
Minor Assignments: Daily Work, Warm-up, Quizzes, Homework	40%
Major Assignments: Tests, Projects/Presentations, Reports, Essays	60%

MAKE-UP WORK

- Students with an EXCUSED ABSENCE from school (including off-campus suspension) will have the opportunity to make up missed work at the rate of one day for one day missed, with a maximum of five days. Student will receive a zero for any major or minor assignment not made up within the allotted time.
- Students with an UNEXCUSED ABSENCE may not make up missed work; however, if the unexcused absence is determined to be caused by an extenuating circumstance, makeup work may be allowed. The grade for the makeup work will be no higher than a 70.

TUTORING

Tuesdays and Thursdays 7:30-8:00 am.

FINAL EXAM

1st. Term Exam – Comprehensive Exam

2nd. Term Exam – Comprehensive Exam

Student Name (Print) _____ Student Signature _____

Parent Signature _____