



Los Angeles Community College District
COURSE OUTLINE

- New Course
- Addition of Existing District Course
- Course Change
- Outline Update, Academic Year: 2004-2005

SECTION I: BASIC COURSE INFORMATION

1. **COLLEGE:** Los Angeles Southwest College

2. **SUBJECT (DISCIPLINE) NAME**¹ (40 characters, no abbreviations): **Business**

3. **COURSE NUMBER:** 5

4. **COURSE TITLE:** Business Law I

5. **UNITS:** 3

6. **CATALOG COURSE DESCRIPTION** -- Provide a description of the course, including an overview of the topics covered:

This course relates law to business. Topics include: Introduction to legal reasoning, Federal and state court systems, legal versus equitable remedies, contracts-agreements, capacity, assent and legality, the Statute of Frauds; sales-title, warranties and product liability.

7. **CLASS SCHEDULE COURSE DESCRIPTION** -- Provide a brief description of the course, including an overview of the topics covered:

8. **COLLEGE OUTLINE APPROVAL DATE:** October 19, 2004

9. **UPDATES** (check all applicable boxes):

- | | | |
|--|-------------------------|-------------------|
| <input checked="" type="checkbox"/> Content | Previous Update: | 11/14/1997 |
| <input checked="" type="checkbox"/> Objectives | Previous Update: | 11/14/1997 |
| <input type="checkbox"/> College Specific Course Attributes/Data Elements | Last Update: | |
| <input type="checkbox"/> Districtwide Course Attributes/Data Elements | Last Update: | |
| <input type="checkbox"/> Other (describe) | Last Update: | |

10. **CLASS HOURS:**

	Hours per week (based on 18 weeks)	Total Hours per term (hrs per week x 18)	Units
Lecture:	3	54	3
Lab/activity (w/ homework):	0	0	0
Lab/activity (w/o homework):	0	0	0
Total:	3	54	3

¹ Underlined course attributes are the same for the course throughout the LACCD; all other course attributes are college specific.

Note: The Carnegie Rule and Title 5, section 55002 sets forth the following minimum standards: 1 unit = 1 hour lecture per week, 2 hours homework per week; **OR** 2 hours per week of lab with homework; **OR** 3 hours of lab per week without homework. The hours per week are based on a standard 18-week calendar. Lecture also includes discussion and/or demonstration hours, laboratory includes activity and/or studio hours.

11. PREREQUISITES, COREQUISITES, ADVISORIES ON RECOMMENDED PREPARATION, and LIMITATION ON ENROLLMENT (Add a list of entry skills for this course if it has a prerequisite, corequisite or advisory.)

Note: The LACCD's *Policy on Prerequisites, Corequisites and Advisories* requires that the curriculum committee take a separate action verifying that a course's prerequisite, corequisite or advisory is an "appropriate and rational measure of a student's readiness to enter the course or program" and that the prerequisite, corequisite or advisory meets the level of scrutiny delineated in the policy.

ENTRY SKILLS FOR COURSES WITH PREREQUISITES:

Not applicable

Prerequisites: **None** (If yes, complete information below)

Subject	Number	Course Title	Units	Validation Approval Date (for official use only)

Corequisite: **None** (If yes, complete information below)

Subject	Number	Course Title	Units	Validation Approval Date (for official use only)

Advisories: **None** (If yes, complete information below)

Subject	Number	Course Title	Units	Validation Approval Date (for official use only)

12. OTHER LIMITATIONS ON ENROLLMENT (see Title 5, section 58106 and Board Rule 6803 for policy on allowable limitations. Other appropriate statutory or regulatory requirements may also apply):

None

SECTION II: COURSE CONTENT AND OBJECTIVES

1. COURSE CONTENT AND OBJECTIVES:

COURSE CONTENT AND SCOPE –Lecture: If applicable, outline the topics included in the lecture portion of the course (<i>Outline reflects course description, all topics covered in class</i>).	Hours per topic	COURSE OBJECTIVES - Lecture (<i>If applicable</i>): upon successful completion of this course, the student will be able to... (<i>Use action verbs – see Bloom’s Taxonomy below for “action verbs requiring cognitive outcomes.”</i>)
Week 1: Introduction to the area of Business Law. The historical and Constitutional Foundations to Business Law.	3	<ol style="list-style-type: none"> 1. Define key terms that are the foundation of the legal system. Students will begin to explore and understand basic legal terminology. 2. Distinguish between “duty-based” ethical standards and “out-comes” based ethical standards. Students will be able to illustrate and apply principles of corporate responsibility versus social responsibility. 3. Compare and contrast the different methods of resolving conflicts, and the efficacy and effectiveness of each. 4. Trace evolution of legal principles of tort law from its beginnings to current trends and the application of those principles. 5. Examine the difference between intellectual property rights in a traditional setting and those on the Internet. Students should be able to formulate an opinion as to the effectiveness of Federal legislation to preserve the rights of those that create the material(s). 6. Critically evaluate the growing body of law that encompasses Internet Law. 7. Identify and demonstrate and understanding of the Constitutional principles that encompass the American criminal law system. 8. Familiar with and recall the various classifications of contracts. Demonstrate an understanding of the basic contracts principles such as implied versus expresses contracts. Students will be called upon to present to the class the contracts that are used in everyday life (rental agreements, car repairs invoices, parking garages, etc). 9. Identify the elements of a contract. Formulate an answer the question, “Does a valid contract exist?” Evaluate and compare the different elements of consideration. Develop an opinion as to what “adequate” consideration consists of. 10. Evaluate whether an individual possessed the adequate mental capacity required to enter in a contract. Identify and explain the principles of disaffirmance. Define legality and evaluate the
Week 2: Ethics and Social Responsibility	3	
Week 3: Traditional and Online Dispute Resolution.	3	
Week 4: Torts	3	
Week 5: Intellectual Property	3	
Week 6: Internet Law	3	
Week 7: Criminal Law	3	
Week 8: Contracts: Nature, Classification	3	

<p>Week 9: <u>Contracts</u>: Agreement and Consideration</p>	<p>3</p>	<p>impact of contracts that are contrary to public policy or statutes.</p>
<p>Week 10: <u>Contracts</u>: Capacity and Legality</p>	<p>3</p>	<p>11. Demonstrate, identify and appraise the genuineness of assent and the principles of fraud, misrepresentation, influence and duress. Illustrate the sufficiency of the contract by its form and basic content.</p>
<p>Week 11: <u>Contracts</u>: Assent and Form</p>	<p>3</p>	<p>12. Differentiate third party rights from actual contract participants. Understand delegation of duty and how the concepts impact contractual discharge.</p>
<p>Week 12: <u>Contracts</u>: Third Party Rights and Discharge.</p>	<p>3</p>	<p>13. Evaluate a dispute and determine whether there is an actual breach (or some intervening factor) and what the applicable remedy should be.</p>
<p>Week 13: <u>Contracts</u>: Breach and Remedies</p>	<p>3</p>	<p>14. Illustrate an understanding of the Uniform Commercial Code and its application on sales and leases. Interpret applicable state and federal statute and relate that understanding to cases presented in class. (Including such concepts as assumption of risk, insurable interest, and unconscionability)</p>
<p>Week 14: Sales and Leases: Formation, Title and Risk</p>	<p>3</p>	<p>15. Distinguish between an excuse and a breach of contract. Evaluate whether or not the contracting party has performed substantial part of the contract. Students will be introduced to the concept of "past dealings" to determine if the breach was excused by the party's prior business dealings.</p>
<p>Week 15: Sales and Leases: Performance and Breach</p>	<p>3</p>	<p>16. Appraise the value and impact of laws designed to protect consumers. Assemble and opinion about the usefulness of warranties as they relate to recovering losses by consumers.</p>
<p>Week 16: Warranties, Product Liability and Consumer Law</p>	<p>3</p>	<p>17. Examine the development of this body of law and demonstrate its importance in the contract process from a historical and modern-day perspective.</p>
		<p>18. Organize and prepare a written and oral presentation that will illustrate critical thinking skills on Business Law topics that will require that the students objectively evaluate information and apply the principles to a judicial outcome.</p> <p>STUDENT LEARNING OUTCOMES: As a result of this learning experience a student can:</p> <ol style="list-style-type: none"> 1. Describe the important elements of a contract 2. Classify types of contracts 3. Illustrate when a contract has been breached 4. Explain the relationship between law and business.

Week 17: The Statute of Frauds	3	
Week 18: Court Visitations	3	
	3	
Total lecture hours*	54	

COURSE CONTENT AND SCOPE -- Laboratory: If <u>applicable</u> , outline the topics included in the laboratory portion of the course (<i>Outline reflects course description, all topics covered in class</i>).	Hours per topic	COURSE OBJECTIVES - Laboratory (If applicable): Upon successful completion of this course, the student will be able to... (<i>Use action verbs – see Bloom’s Taxonomy below for “action verbs requiring cognitive outcomes.”</i>) ²
Not Applicable	0	Not Applicable
Total lab hours*	0	

*Total lecture and laboratory hours (which includes the final examination) must equal totals on page 1.

Bloom’s Taxonomy

SIMPLE SKILLS <<----->> COMPLEX SKILLS					
			Critical Thinking		
<u>Knowledge</u>	<u>Comprehension</u>	<u>Application</u>	<u>Analysis</u>	<u>Synthesis</u>	<u>Evaluation</u>
define repeat record list recall name relate underline	translate restate discuss describe recognize explain express identify locate report review tell	interpret apply employ use demonstrate dramatize practice illustrate operate schedule shop sketch	distinguish analyze differentiate appraise calculate experiment test compare contrast criticize diagram inspect debate inventory question relate solve	compose plan propose design formulate arrange assemble collect construct create set up organize prepare	judge appraise evaluate rate compare value revise score select choose assess estimate measure

² In general “activity” courses or portions of courses are classified a “laboratory.”

			examine categorize		
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2. REQUIRED TEXTS:

Provide a representative list of textbooks and other required reading; include author, title and date of publication:

Business Law Today, The Essential 6th Edition (2003) by Roger Leroy Miller and Gaylord Jentz.

3. SUPPLEMENTARY READINGS:

Reading assignments may include, but are not limited to the following:

American Law Journal, Various Regional and State "Reporters" (publications that publish court decisions/opinions)

4. WRITING ASSIGNMENTS:

Title 5, section 55002 requires grades to be "based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students." Writing assignments in this course may include, but are not limited to the following:

Students will be given supplemental assignments on briefing cases. Briefing cases allows the students to demonstrate their ability to read complex cases and distill the information into a synopsis of the pertinent facts and issues decided by the court. It also enables the students to trace the development of legal principles.

5. REPRESENTATIVE OUTSIDE ASSIGNMENTS:

Out of class assignments may include, but are not limited to the following:

Students will visit State Superior Court and Federal Courts to watch a trial related to a business dispute. At the conclusion of the trial, the student will present the facts and outcome to the class in an oral and written format.

6. REPRESENTATIVE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:

Title 5, section 55002(a) requires that a degree applicable course have a level of rigor that includes "critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level". Critical thinking may include, but is not limited to analysis, synthesis, and evaluation. Provide examples of assignments that demonstrate critical thinking.

Students must evaluate information from the assigned readings and class discussions and be able to distinguish and assemble applicable and relevant information in answering in-class writing assignments and essay questions on exams. Such assignments may be "Explain the development of and impact of internet usage on traditional intellectual property rights." Or "Who has the responsibility of informing consumers of their rights when they purchase items?"

7. METHODS OF EVALUATION:

Title 5, section 55002 requires grades to be "based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students." Methods of evaluation may include, but are not limited to the following (please note that evaluation should measure the outcomes detailed "Course Objectives" at the beginning of Section II):

1. 5 Tests (including multiple choice and essay questions)
2. 4 Quizzes
3. 2 Written/oral presentations
4. 3 Case Briefings
5. Comprehensive Final Exam

8. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to the following:

- Lecture
- Discussion
- Laboratory
- Activity
- Field Experience
- Independent Study
- Other (explain)

9. SUPPLIES:

List of supplies the student must provide.

Textbooks; access to a computer with internet connection, paper and writing instrument

10. COMPUTER COMPETENCY:

If applicable, explain how computer competency is included in the course.

Students will be asked to perform basic on-line research functions of specific topics.

11. INFORMATION COMPETENCY:

If applicable, explain how information competency is included in the course.

N/A

12. DIVERSITY:

If applicable, explain how diversity (e.g., cultural, gender, etc.) is included in the course.

N/A

13. SCANS COMPETENCIES (required for all courses with vocational TOP Codes; recommended for all courses):

SCANS (**S**ecretary's **C**ommission on **N**ecessary **S**kills) are skills the Department of Labor identified, in consultation with business and industry leaders, which reflect the skills necessary for success in the workplace. Check the appropriate boxes to indicate the areas where students will develop the following skills (please note that all SCANS competencies do not apply to all courses):

RESOURCES

- Managing Time:** Selecting relevant goal-related activities, ranks them in order of importance, allocating time to activities, and understanding, preparing and following schedules.
- Managing Money:** Using or preparing budgets, including making cost and revenue forecasts; keeping detailed records to track budget performance, and making appropriate adjustments.

- Managing Material and Facility Resources:** Acquiring, storing, allocating, and distributing materials, supplies, parts, equipment, space or final products in order to make the best use of them.

INTERPERSONAL

- Participating as Member of a Team:** Working cooperatively with others and contributing to group's efforts with ideas, suggestions and effort.
- Teaching Others New Skills:** Helping others learn needed knowledge and skills.
- Exercising Leadership:** Communicating thoughts, feelings, and ideas to justify a position, encouraging, persuading, convincing or otherwise motivating an individual or group, including responsibly challenging existing procedures, policies or authority.
- Negotiating:** Working toward agreement that may involve exchanging specific resources or resolving divergent interests.
- Working with Cultural Diversity:** Working well with men and women and with people from a variety of ethnic, social, or educational backgrounds.

INFORMATION

- Acquiring and Evaluating Information:** Identifying a need for data, obtaining the data from existing sources or creating them, and evaluating their relevance and accuracy.
- Organizing and Maintaining Information:** Organizing, processing and maintaining written or computerized records and other forms of information in a systematic fashion.
- Interpreting and Communicating Information:** Selecting and analyzing information and communicating the results of others, using oral, written, graphic, pictorial, or multimedia methods.
- Using Computers to Process Information:** Employing computers to acquire, organize, analyze and communicate information.

SYSTEMS

- Understanding Systems:** Knowing how social, organizational and technological systems work and operating effectively with them.
- Monitoring and Correcting Performance:** Distinguishing trends, predicting impacts of actions on system operations, diagnosing deviations in the functioning of a system/organization, and taking necessary steps to correct performance.
- Improving or Designs Systems:** Making suggestions to modify existing systems in order to improve the quality of products or services and developing new or alternative systems.

TECHNOLOGY

- Selecting Technology:** Judging which sets of procedures, tools or machines, including computers and their programs, will produce the desired results.
- Applying Technology to Tasks:** Understanding overall intent and proper procedures for setting up and operating machines, including computers and their reprogramming systems.
- Maintaining and Troubleshooting Equipment:** Preventing, identifying, or solving problems with equipment, including computers and other technologies.

Section III: RELATIONSHIP TO COLLEGE PROGRAMS

1. THIS COURSE WILL BE AN APPROVED REQUIREMENT³ FOR AN APPROVED ASSOCIATE DEGREE OR CERTIFICATE PROGRAM: yes

If yes, the course will be a program requirement portion of the "approved program" listed on the State Chancellor's Inventory of Approved Programs (approved programs can be found on the State Chancellor's Office website at <http://misweb.cccco.edu/esed/webproginv/prod/invmenu.htm>).

Required in major for an "Associate in Arts in Business Administration: Accounting/General Business (Program ID: 02860)

Note: In order for a course to be approved as a requirement for an associate degree or certificate program, the program must be listed on the State Chancellor's Office *Inventory of Approved Programs* AND the course must be listed in the college catalog as either a requirement or an elective for the program. If course is not part of an approved program at the college adopting the course, it will be considered to be a "stand-alone" course, and is subject to the State Chancellor's approval criteria and the college must complete and submit the Chancellor's Office "APPLICATION FOR APPROVAL OF CREDIT" form. Certain courses are granted "blanket approval" by the State Chancellor's Office and do not require approval. See the Chancellor's Office *Program and Course Approval Handbook* for details. LACCD Skills Certificates are **not** State approved programs listed on the Chancellor's Office *Inventory of Approved Programs*.

2. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE STATUS:

Area requested: **b(2) Social Science** **Approval** date: before 1996

If applicable, provide an explanation of how the course meets the General Education parameters for one of the five general education areas – *Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, Health and Physical Education* -- contained in Board Rule 6201.14 -General Education Requirements http://marlin.laccd.edu/district/BoardRules_AdmsRegs/boardrules.htm

2nd Area requested: **none** **Approval** date:

If applicable, provide an explanation of how the course meets General Education parameters for an additional general education area – *Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, Health and Physical Education* -- contained in Board Rule 6201.14 -General Education Requirements http://marlin.laccd.edu/district/BoardRules_AdmsRegs/boardrules.htm

Section IV: ARTICULATION INFORMATION

(Complete in consultation with College Articulation Officer)

1. TRANSFER STATUS:

University of California:

UC approval date: before 1996

California State University:

College approval date: before 1996

2. GENERAL EDUCATION FOR TRANSFER:

IGETC Certification:

Area requested: none

Date requested:

IGETC approval date:

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in IGETC Certification Guidelines.

CSU Certification:

Area requested: none

Date requested:

CSU approval date:

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in CSU Certification Guidelines.

2nd Area requested: none

Date requested:

IGETC approval date:

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in IGETC Certification Guidelines.

2nd Area requested: none

Date requested:

CSU approval date:

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in CSU Certification Guidelines.

3. MAJOR REQUIREMENT FOR TRANSFER – Will this course be articulated to meet lower division major requirements? yes

CAN NUMBER: CAN BUS 8 CAN SEQUENCE NUMBER: None

CAN Approval -- Date requested: Fall 1996 Date approved: **Spring 1997**

Section V: SUPPLEMENTAL COURSE INFORMATION

1. DEPARTMENT/DIVISION NAME: **Business**
2. DEPARTMENT/DIVISION CODE: **03**
3. **SUBJECT CODE** -- 3 characters, assigned by District Office: **156**
4. **SUBJECT ABBREVIATION** -- 7 characters, assigned by District Office: **BUS**
5. **SPC CODE** -- 3 characters, assigned by District Office:
6. **ABBREVIATION FOR TRANSCRIPTS** -- 20 characters, assigned by District Office: **BUS**
7. **DEGREE CREDIT:** **Degree Applicable**
8. **CREDIT/NO CREDIT GRADING:** **No**
9. **REPETITIONS** -- Number of times course may be repeated for credit (three maximum): **0**

How does the repetition of this course meet Title 5, section 58161 requirements? A course may be repeatable when, "course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the following reasons: (A) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or (B) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained."

10. **PRIOR TO TRANSFERABLE LEVEL** – This course attribute applies to **English, writing, ESL, reading** and **mathematics** courses ONLY. If applicable, indicate how many levels below the transferable level this course should be placed:

Not applicable

11. **CREDIT BASIC SKILLS** -- Title 5, section 55502(d) defines basic skills as "courses in reading, writing, computation, and English as a Second Language, which are designated as non-degree credit courses pursuant to Title 5, section 55002(b)."

No If yes, course must be non-degree applicable

12. **CROSS REFERENCE** -- Is this course listed as equivalent in content to existing College/District courses in another discipline?

No If yes, list courses: (documentation of cross-discipline agreement must be provided)

13. **COURSE SPECIFICALLY DESIGNED FOR STUDENTS WITH DISABILITIES** -- Title 5, section 56029 allows a course to be repeatable when continuing success of the students with disabilities is dependent on additional repetitions of a specific class. Is this course designated as an "approved special class" for students with disabilities?

No

If yes, provide an explanation of how this course meets the requirements of Title 5, section 56029.

14. COOPERATIVE EDUCATION STATUS -- Title 5, section 55252 allows for two types of Cooperative Education: 1) General Work Experience Education -- i.e., supervised employment, which is intended to assist students in acquiring desirable work habits, attitudes and career awareness, which need not be related to the students' educational goals; or 2) Occupational Work Experience Education -- i.e., supervised employment, extending classroom based occupational learning at an on-the-job learning station, which is related to the students' educational or occupational goal. Is this course part of the college's approved cooperative work experience education program, according to?

No

15. COURSE CLASSIFICATION:

Liberal Arts and Sciences

Note: A course's Classification, TOP Code and SAM code must be aligned – e.g., Courses with an “Occupational” Course Classification must have an “Occupational” TOP Code **and** a SAM Code of A, B, C, or D; courses that do not have an “Occupational” Course Classification cannot have an Occupational TOP Code **and** must have an “E” SAM Code.

16. TOP CODE – (6 digits XXXX.XX) 0501.00

Course content should match discipline description in Taxonomy of Programs found at www.cccco.edu/cccco/esed/curric/curriculum.htm.

17. SAM CODE (Student Accountability Model)

D – Possibly Occupational

SAM Codes (see CCC Chancellor's Office *Student Accountability Model Operations Manual*, 1984) should be assigned as follows:

Priority "A" – Apprenticeship: Courses designed for an indentured apprentice must have the approval of the State of California, Department of Industrial Relations Department, Division of Apprenticeship Standards.

Priority "B" – Advanced Occupational: Courses taken by students in the advanced stages of their occupational programs. Courses should be offered in one specific occupational area only. Priority letter "B" should be assigned sparingly; in most cases, no more than two courses in any one program should be labeled "B." "B"-level courses must have Priority "C" prerequisites in the same program area.

Priority "C" – Clearly Occupational: Courses generally taken by students in the middle stages of their programs should have a difficulty level sufficient to detract "drop-ins." Courses may be offered in several occupational programs within a broad area. The "C" priority, however, should also be used for courses within a specific program area when the criteria for "B" classification are not met. A "C"-level course should provide the student with entry-level job skills.

Priority "D" -- Possibly Occupational: "D" courses are those taken by students in the beginning stages of their occupational programs. The "D" priority can also be used for service (or survey) courses for other occupational programs.

Priority "E" -- Non-occupational.

SECTION VI: APPROVAL STATUS

1. APPROVAL STATUS:

- | | | |
|---|------------------------|---------------------|
| <input type="checkbox"/> New Course | Board Approval Date: | Effective Semester: |
| <input type="checkbox"/> Addition of Existing District Course | College Approval Date: | Effective Semester: |
| <input type="checkbox"/> Course Change* | College Approval Date: | |
| <input checked="" type="checkbox"/> Outline Update: 10/19/2004 | College Approval Date: | |

* Changes to a course require the completion of a "Course Change Request" form and approval by the Curriculum Committee. In some cases districtwide approval is also required; see, Administrative Regulation E-65, section 3(c) for details.

SECTION VII: APPROVAL INFORMATION FOR NEW OR ADDED COURSES

(Complete in consultation with Department Chair and the appropriate Academic Administrator)

N/A

1. **APPROPRIATENESS TO MISSION**—Describe how the objectives of the proposed course are consistent with the mission of the community colleges as established by the Legislature in the Education Code. The course should also be congruent with the mission statement of the local college and district.

2. **NEED**—Demonstrate the need for the course that meets the stated objectives, at this time, and in the region.

3. **IF THIS IS A NEW COURSE, INDICATE HOW THE COLLEGE PLANS TO MEET THE EXPENSE OF THIS COURSE:**

By additional funds. Describe:

By deleting courses from the college catalog and course database. List specific courses to be deleted:

By deleting sections of existing courses: List courses and number of sections to be deleted:

First year: Second year: Third year:

By rotating sections of existing courses. List courses and number of sections to be rotated, as well as the semesters in which they will be offered:

4. **IMPACT** -- Will this course directly impact other course offerings and/or associate degree or certificate programs on campus?

No (If yes, briefly explain how)

5. METHOD OF SUPPORT/FEASIBILITY -- Indicate how the college plans to support the proposed course:

Additional staff- List additional staff needed:

Classroom- List classroom type needed:

Equipment- List new equipment needed and indicate funding source for any new equipment:

Supplies- List supplies and indicate dollar value:

Library/Learning Resources- List Library and Learning Resources needed, including the cost and funding source for needed resources:

LOS ANGELES COMMUNITY COLLEGE DISTRICT COURSE STANDARDS AND CRITERIA

Subject: **Business**

Number: **5**

Course Title: **Business Law I**

Using the Official Course Outline, please determine whether or not the above listed credit course meets the following standards and criteria required in Title V, Part VI of the California Administrative Code, and which has been designated as appropriate to the Associate Degree. Place a (X) in the appropriate box.

<u>CRITERIA AND STANDARDS</u> Section 55002	<u>RATING CRITERION</u>	
	MET	NOT MET
Is recommended by the responsible college officials, and the academic senate or other appropriate faculty body as meeting the requirements of this subsection and has been approved by the local district governing board as a course meeting the needs of the students for admission.	X	
Is taught by a credentialed instructor in the discipline.	X	
Is offered as described in an outline in official college files. That the outline shall specify the unit value, scope, objectives, content in terms of a specific body of knowledge, appropriate reading and writing assignments, outside of class assignments, instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students.	X	
Is taught in accordance with a set of instructional objectives common to all students.	X	
Provides for measurement of students performance in terms of the stated course objectives and culminates in a formal recorded grade based upon uniform standards in accordance with Section 55578 of Title 5, which is permanently recorded as an evaluation of student performance; bases grades on demonstrated proficiency in subject matter determined by multiple measurement for evaluation; and has examinations, including essays and/or, where appropriate, uses appropriate symbol systems and/or skills demonstrations by students.	X	
Grants units of credit based upon a specified relationship between the number of lecture and/or laboratory hours or performance criteria specified in the course outline; and requires a minimum of three hours of work per week including class time for each unit of credit, prorated for short-term, lab and activity courses.	X	
Treats subject matter with a scope and intensity which requires students to study independently outside of class time.	X	
Requires, when appropriate, entrance skills and consequent prerequisites for the course before students are enrolled	X	
Requires the ability to think critically and to understand and apply concepts in order to participate in the course.	X	
Requires learning skills and a vocabulary appropriate for a college course.	X	
Requires the use of college level educational materials.	X	

CERTIFICATION AND RECOMMENDATION

This course meets Title 5 requirements for Associate Degree applicable college credit towards an Associate of Arts or Science Degree.

This course meets Title 5 requirements but does not satisfy the requirements for an Associate Degree applicable course.

We certify that the information and answers properly represent this course and that the design of the course is not in conflict with any law.

Brenda Lacey-Davis

Originator

01/11/05

Date

Carolyn L. Magee

Department/Cluster Chairperson

01/11/05

Date

Linda Larson Singer

Articulation Officer

11/29/04

Date

Shelley Werts

Librarian

01/27/05

Date

Vincent Jackson

Dean (if applicable)

01/24/05

Date

Glenn Yoshida

Curriculum Committee Chairperson

10/19/04

Date

Reggie Morris

Academic Senate President

01/14/05

Date

Leige Henderson

Vice President, Academic Affairs

01/27/05

Date

Audre Levy

College President

01/31/05

Date

