Business Law I

Instructor: Byron Lilly
http://www.deanza.edu/faculty/lillybyron
(408) 864-8431
lillybyron@fhda.edu

Office Hours

Monday-Thursday 12:30-1:30PM
(Note: I am also available at many other times by appointment.)
Office: F41F, Building F4

Essential Materials

Essential Materials

- Course Syllabus
  - Available at
    http://www.deanza.edu/faculty/lilybyron/pdf/b18green.pdf

- De Anza’s Catalyst website
  - 25% of your grade will be based on the weekly online quizzes located there
Optional Materials

- Preparation hints for midterm and final exams
- Textbook website (Optional interactive chapter quizzes)
- Links to optional materials in Catalyst

Optional Materials

- Quizlet

Attendance

- Class meets twice a week (Tuesdays & Thursdays)
- Attendance is required
- Attendance will be called every day
- If you are late to class, please come see me either at the ten minute break (midway point) or at the end of class.
- If you have to leave class early, please send me an email telling me what time you left the classroom.
- If you will not be attending a class, or miss a class, please send me an email with the reason for your absence.
Attendance

There are four ways to get dropped from this class:

1. If you miss three or more classes before the end of the third week (April 28).
2. If I mark you absent 2 or more class periods in a row prior to June 2 and have not received a communication from you explaining either absence.
3. Beginning at the start of the 4th week (May 1) and ending June 2, if you are absent when both your attendance and your grade-so-far are below 70%.
   - Implication: If at any time both your attendance and your grade-so-far fall below 70%, you must have perfect attendance until at least one of those gets above 70%.
4. If you miss the midterm and do not contact me within two days to schedule your make-up exam, or if you don’t show up for make-up appointment, or if you don’t take the midterm within one week of the rest of the class.
Weekly Online Quizzes

- The due dates of the quizzes can be found in the course calendar at the back of the course syllabus AND in the Catalyst system.
- Quizzes cannot be completed late.
- Your course grade will be lowered by 1/8th of one percentage point for each quiz you do not take.

Weekly Online Quizzes

- The most the weekly online quizzes (a.k.a. the Catalyst quizzes) can hurt your grade is 4 percentage points.
- The most they can help your grade is 3 percentage points.

Midterm and Final

- Worth 36% and 39% of your grade, respectively.
- Midterm covers chapters 1-7 (excludes chap. 2).
- Final covers chapters 9-17.
- Multiple choice and true/false.
- Closed-book, closed-note.
- You will need two ParSCORE forms: one for each exam.
- See the course calendar at the back of the course syllabus for the date of each exam and the chapters covered.
Early Exams

- There is no penalty for taking an exam early, before the rest of the class.
- Call me or email me at least a week before the exam to schedule an early exam.

Late Exams

- The penalty for taking the midterm later than the rest of the class is 5% per full or partial week late, no matter what the reason.
- Call me or email me before the exam, or the day of the exam, or at the very latest within 2 days of the exam to schedule your makeup.

Midterm Re-takes

Process To Become Eligible to Retake the Midterm

If you take the midterm on time (not late) and receive a C or below (77% or below), you will be able to make yourself eligible to re-take the midterm through a process involving the completion of a “Custom Directed Learning Assignment” (CDLA).

1. You must complete your CDLA within two weeks.
2. You must meet with a tutor in the Student Success Center regarding your answers on the CDLA.
Midterm Re-takes

1. You must complete your CDLA within two weeks.
2. You must meet with a tutor in the Student Success Center regarding your answers on the CDLA. You are urged to do this by Friday, June 16 (end of week 10). If you push past this date, you may or may not get an opportunity to retake the midterm.
3. Midterm retakes must be scheduled and taken between May 18 and June 23.

Midterm Re-takes

- Midterm re-takes are taken by appointment, in the hallway of my office building only.
- You are responsible for understanding and remembering the time and location of your re-take appointment.
- Please treat your re-take appointment like you would treat a job interview.

Midterm Re-takes

- Appointments are limited, and are given on a first-come, first-served basis.
- A student who re-takes the midterm will receive the higher of their original score or their re-take score.
- The last day midterm retakes will be permitted will be Friday, March 24, 2017.
Midterm Re-takes

To be eligible for a midterm exam re-take, you must:
1. Take the exam on time, before or with the rest of the class
2. Received a C (77%) or below on that exam
3. Remember not to visit my office to review which questions you got right and wrong on the exam.

Campus Resources

- Two copies of the textbook on reserve in the library
- The Student Success Center has hired two tutors expressly for this class. See the course syllabus for details.
- Extra time on exams through DSS department

Grading

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A+</td>
<td>99% - 100%</td>
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<tr>
<td>A</td>
<td>92% - 98%</td>
</tr>
<tr>
<td>A-</td>
<td>90% - 91%</td>
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<tr>
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<td>88% - 89%</td>
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<tr>
<td>B</td>
<td>82% - 87%</td>
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<tr>
<td>B-</td>
<td>80% - 81%</td>
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</table>
Grading

C+  78% - 79%
C    70% - 77%
D+   67% - 69%
D    58% - 66%
D-   55% - 57%
F    Below 55%

Grading Components

Online Quizzes  25%
Midterm         36%
Final Exam      39%

Four Websites You Should Become Familiar With

1. De Anza’s Catalyst website: https://catalyst.deanza.edu/
Four Websites You Should Become Familiar With

4. The Quizlet course I have set up for you: https://quizlet.com/class/2089610/

Catalyst Website

- https://catalyst.deanza.edu
- First accessible on the later of:
  - The morning of January 9, or
  - A few hours after you use your add code…
- Mozilla Firefox is recommended
- User name: 8-digit Student ID
- Password: birthday (in form MMDDYYYY if new to Catalyst) OR your current Catalyst password (if you already used Catalyst this year)

Quizlet Website

- First time, go here: https://quizlet.com/join/42n9VqyVJ
- After that, go here: https://quizlet.com/class/2089610/
- You can use it either on a PC or laptop…or on a phone if you download the app.
- It has chapters 1 thru 7 only.
Quizlet on a PC

<table>
<thead>
<tr>
<th>App and setting</th>
<th>Rating (1-10)</th>
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<tbody>
<tr>
<td>Test – Matching questions only – vocabulary decks</td>
<td>10</td>
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<td>Test – Multiple choice questions only – vocabulary decks</td>
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<tr>
<td>Learn</td>
<td>7</td>
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<td>Test – True-false questions only – vocabulary decks</td>
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<tr>
<td>Test – Matching questions only – “other” (non-vocab) decks</td>
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<tr>
<td>Flashcards on “start with definition first” setting</td>
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<tr>
<td>Test – Written questions only – vocabulary decks</td>
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<tr>
<td>Test – Multiple choice questions only – “other” (non-vocab) decks</td>
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Quizlet on a PC

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<th>App and setting</th>
<th>Rating (1-10)</th>
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<tr>
<td>Spell</td>
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</tr>
<tr>
<td>Match</td>
<td>3</td>
</tr>
<tr>
<td>Gravity set on easy starting with definition first</td>
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<tr>
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<tr>
<td>Flashcards on “start with term first” setting</td>
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<tr>
<td>Test – Written questions only – “other” (non-vocab) decks</td>
<td>0</td>
</tr>
<tr>
<td>Gravity starting with term first</td>
<td>0</td>
</tr>
</tbody>
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The Quizlet App

Has Four Sub-Apps

- Cards - Good
- **Learn** — Annoying if you can’t type fast on a phone
- Match - Good
- **Test** — Use portrait mode. Leave “start with term” unselected.
  Turn instant feedback on. Deselect all but one type of question. I recommend Multiple choice. True-False is second best.
About Me

Byron Lilly

- M.A. Economics, U.C. Berkeley, 1982
- MBA, U.C. Berkeley, 1986
- 14 years industry experience
- @DeAnza College since 1999

Your Homework

Before our next class meeting:

- Print and read the course syllabus, if you have not already
- Read the rest of chapter 1
- Decide the winner in James v. Meow Media
- Try your Catalyst login to make sure it works

Your Homework

Before our next class meeting (continued):

- Review chapter 1 “additional questions” 3, 6, 7, and 9 on pages 23-24 and be prepared to tell me what you think the correct answer is.
- Read chapter 3 pages 44-47