

# Capital University of Economics and Business

## Overseas Chinese College Course Syllabus

|                                   |   |
|-----------------------------------|---|
| <b><u>Year and Semester</u></b>   | 2020 Spring (March 2, 2020 – July 12, 2020)   |
| <b><u>Course Name</u></b>         | Corporate and Business Law  |
| <b><u>Course Code</u></b>         | ACCA F4   |
| <b><u>Course Type</u></b>         | <input type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective)<br><input checked="" type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective)<br><input type="checkbox"/> Basic Disciplinary Course |
| <b><u>Course Credits</u></b>      | 2   |
| <b><u>Course Hours</u></b>        | 32  |
| <b><u>Prerequisites</u></b>       | ACCA F1   |
| <b><u>Instructor</u></b>          | Qian Zhang (Kristen Zhang)  |
| <b><u>Contact Information</u></b> | Office: C204<br>Tele: (010) 8395 1084<br>Email: zhangqian@cueb.edu.cn   |
| <b><u>Office Hour</u></b>         | T: 15:30-17:30; W: 13:30- 15:30; F: 15:30-17:30   |
| <b><u>Learning Centre</u></b>     | M: 15:30-17:30; M: 18:00-20:00;   |
| <b><u>Grade/Section</u></b>       | 2019ACCA Y01/Y02  |
| <b><u>Course Time/Place</u></b>   | T: 13:30-15:20 / A104; F:10:10-12:00/ A105  |

### **Textbook**

Corporate and Business Law - England (LW-ENG), BPP Publishing Limited, Aldine House, Aldine Place London W128AW.

### **Reference Book**

Corporate and Business Law - England (LW-ENG), Kaplan Publishing.

### **Course Description**

This course uses an integrated approach to give a brief introduction of the knowledge and understanding of the legal system of England. Such as court system and source of law, contract law, employment law and corporation law, etc.

### **Student Learning Objectives**

After completing this course, students will be able to:

- ♦ possess good knowledge of legal system of England;
- be able to explain key ideas, techniques or approaches;
- be able to analyze typical law cases;

### **Website Source**

1. <https://www.accaglobal.com>
2. <https://www.pearsonhighered.com/educator>

## Teaching Methods

This course contains lectures, class discussions, homework, quizzes, presentation and exams. Textbook content will be introduced first. Then real case and practice questions will be delivered to students as a way to test their understanding of the knowledge. This will require individual or group assignment in or after class.

## Grade Criterion

| Component     | Weight      | Description  |
|---------------|-------------|--|
| Final Exam    | 20%         | A cumulative final examination will be given based on all of the contents of the class. The exam paper may be composed of multiple-choice questions, which is complied with ACCA F4 Tests. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.                               |
| Mid-Term Test | 20%         | A cumulative midterm test will be given based on all of the contents that have been taught in class. The test paper may be mainly composed of multiple-choice questions and it should be completed within 15 minutes in class.   |
| Homework      | 15%         | Most of the assigned homework is taken from the Exercises in the textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. The graded assignments will be kept by the tutor for reference and won't be returned to students.  |
| Quizzes       | 15%         | There will be at least 2 quizzes during the semester. Quizzes may or may not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test your knowledge of both concepts and the application of those concepts.   |
| Presentation  | 10%         | The students will be divided into several groups to prepare a presentation. Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures. Each group need to finish a PPT related to the topic which is given and hand in the related resources to the teacher before the presentation. |
| Participation | 10%         | Individuals will be asked to participate individually in a question and answer at least 5 times during the semester. The performances should be counted in their participation.  |
| Attendance    | 10%         | Refer to attendance policy listed below  |
| <b>Total</b>  | <b>100%</b> |  |

## Detailed Grade Computation

|               | Before Midterm | After Midterm |
|---------------|----------------|---------------|
| Attendance    | 5%             | 5%            |
| Participation | 5%             | 5%            |
| Homework      | 5%             | 10%           |
| Quizzes       | 5%             | 10%           |
| Midterm test  | 20%            |               |
| Presentation  |                | 10%           |

|             |     |     |
|-------------|-----|-----|
| Global exam |     | 20% |
| Total       | 40% | 60% |

### **Grading Policy**

|           |         |          |          |         |          |
|-----------|---------|----------|----------|---------|----------|
| A+ 97-100 | A 93-96 | A- 90-92 | B+ 87-89 | B 83-86 | B- 80-82 |
| C+ 75-79  | C 70-74 | C- 67-69 | D+ 63-66 | D 62-60 | F 0-59   |

### **Exam Schedule**

Students will take the global official examination, so we will not arrange midterm test and final exam.

Students will take the exam in the 14<sup>th</sup> teaching week.

### **Assessment of Student Performance**

#### *Self-Study and Reading ability Practice*

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.



#### *Homework*

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.



#### *Attendance*

Because the course covers a great deal of material, attending every class session is very important for performing well.

- ◆ Being late for 15 minutes or more is considered an absence.
- ◆ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- ◆ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly. but students are welcome to continue attending classes.
- ◆ An incomplete grade (I) will be considered in case of medical or family emergencies.



#### *Participation*

- ◆ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.
- ◆ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.
- ◆ Frequent visiting the instructor and chatting in English during office hours is highly recommended.
- ◆ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.
- ◆ All above behaviors will be solely evaluated by the instructor for scoring.

### Textbook

Students must bring the textbook to class.

### Topical Course Outline

| Week | Date               | Topics   | Homework                 |
|------|--------------------|--|--------------------------|
| 1    | Mar.3/6            | <ul style="list-style-type: none"> <li>● Syllabus</li> <li>● Chapter 1</li> <li>● Defining what is law</li> <li>● Distinguish and describe different types of law</li> <li>● Explain the structure and operation of the courts</li> </ul>  | Test 1-1                 |
| 2    | Mar.9/13           | <ul style="list-style-type: none"> <li>● Chapter 2</li> <li>● Case law and precedent</li> <li>● Legislation</li> <li>● Statutory interpretation</li> </ul>   | Test 2-1                 |
| 3    | Mar.16/<br>20      | <ul style="list-style-type: none"> <li>● Chapter 3</li> <li>● Definition of contract</li> <li>● Form of contract</li> <li>● Offer and acceptance</li> </ul>  | Test 3-1                 |
| 4    | Mar.23/<br>27      | <ul style="list-style-type: none"> <li>● Chapter4</li> <li>● Consideration</li> <li>● Intention to create legal relations</li> <li>● Privacy of contract</li> </ul>  | Test 4-1                 |
| 5    | Mar.30/<br>Apri. 3 | <ul style="list-style-type: none"> <li>● Chapter 5</li> <li>● Contract terms</li> <li>● The Unfair Contract Terms Act 1977</li> <li>● The consumer Rights Act 2015</li> </ul>  | Test 5-1                 |
| 6    | Apri.7/10          | <ul style="list-style-type: none"> <li>● Chapter 6</li> <li>● Breach of contract and damages</li> <li>● Common law remedies, Equitable remedies</li> </ul>   | Test 6-1                 |
| 7    | Apr.14/1<br>7      | <ul style="list-style-type: none"> <li>● Chapter7</li> <li>● Tort and other wrongs</li> <li>● Tort of negligence</li> <li>● Duty of care</li> <li>● Quiz 1</li> <li>● Chapter 8</li> <li>● Employment contract: basic issues</li> <li>● Common law duties</li> <li>● Statutory duties</li> </ul> | Test 7-1<br><br>Test 8-1 |

|    |                    |   |           |
|----|--------------------|---|-----------|
| 8  | Apr.21/24          | <ul style="list-style-type: none"> <li>• Chapter 9</li> <li>• Termination</li> <li>• Wrongful dismissal</li> <li>• Unfair dismissal</li> <li>• Mid-term test</li> </ul>   | Test 9-1  |
| 9  | Apr.27<br>/May.1   | <ul style="list-style-type: none"> <li>• Chapter 10</li> <li>• Formation of agency</li> <li>• Authority of the agent</li> <li>• Relations between agents and third parties</li> </ul>                               | Test 10-1 |
| 10 | May.5/8            | <ul style="list-style-type: none"> <li>• Chapter 10 (Repeating for another class)</li> <li>• Formation of agency</li> <li>• Authority of the agent</li> <li>• Relations between agents and third parties</li> </ul> | Test 10-1 |
| 11 | May.11/15          | <ul style="list-style-type: none"> <li>• Chapter 11</li> <li>• Forming and terminating partnerships</li> <li>• Authority and liability of partners</li> <li>• Limited liability partnerships</li> </ul>             | Test 11-1 |
| 12 | May.18/22          | <ul style="list-style-type: none"> <li>• Chapter 12</li> <li>• Sole traders and companies</li> <li>• Limited liability of members</li> <li>• ignoring separate personality</li> </ul>                               | Test 12-1 |
| 13 | May.25/29          | <ul style="list-style-type: none"> <li>• Chapter 13</li> <li>• Pre-incorporation contracts</li> <li>• Registration procedures</li> <li>• confirmation statements</li> </ul>   | Test 13-1 |
| 14 | Jun.2/5            | Chapter 14<br>A company's constitution <ul style="list-style-type: none"> <li>• Authority of the agent</li> </ul> Quiz 2  | Test 14-1 |
| 15 | Jun 9/12           | Chapter 22<br>Financial crime<br>Money laundering <ul style="list-style-type: none"> <li>• Criminal activity relating to companies</li> </ul>   | Test 22-1 |
| 16 | Jun.16/19          | Presentation I (2-3 groups)<br><br>Presentation II (2-3 groups)   |           |
| 17 | Jun.23/26          | Dragon-Boat Festival  |           |
| 18 | Jun.30/<br>July. 3 | Final Review & Final Exam   |           |
|    |                    |   |           |

*Note: Some chapters or sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams.*

*A review in Chinese may be held during L.C. and O.H. in the semester.*

### **Teacher's Office Hour**

- ◆ The instructor's office hour is shown in the front of the office door.
- ◆ Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.
- ◆ The time can be scheduled by instructors or students, or both.

### **Cheating and Plagiarism**

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework**



assignment, the highest score the student can earn in that course is a "C".

### **Important Dates**

| <b>Spring Semester, 2020</b> | <b>March 2, 2020— July 12, 2020</b>            |
|------------------------------|--|
| February. 23                 | Registration                                   |
| February. 24                 | Classes Begin                                  |
| February. 28                 | Last Day to Drop or Add a course               |
| Apr. 4                       | Qing Ming Festival                             |
| Apr. 17                      | Spring Sports                                  |
| Apr. 20-24                   | Mid-term Test (tentative)                      |
| May 1                        | Labor Day                                      |
| May 11-15                    | Summer School Registration (tentative)         |
| June 15-19                   | Sophomore and Junior students' Final Exam      |
| June 22 - July 12            | Sophomore and Junior students' Social Practice |
| June 25                      | Dragon-Boat Festival                           |
| July 27-10                   | Revision and Final Exam Period                 |
| July 13                      | Summer Vacation Begins                         |

*Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.*

**Instructor:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

