



**Course Syllabus: BUSI 2301.88 Business Law- 16 week Online
Fall 2020**

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	Online by Appt	Online by Appt	Online by Appt	Online by Appt	Online by Appt	Online by Appt

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: (3 Semester Hours)

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

Prerequisite(s): None

Student Learning Outcomes:

- Upon successful completion of this course, students will:
- Describe the origins and structure of the U.S. legal system.
- Describe the relationship of ethics and law in business.
- Define relevant legal terms in business.
- Explain basic principles of law that apply to business and business transactions.
- Describe business law in the global context.
- Describe current law, rules, and regulations related to settling business disputes.

Evaluation/Grading Policy:

Grades will be posted in our Blackboard course site within 48 hours of submission. The final grade is based on the computations listed below.

	Percentage
Smartbook Assignments in Connect	10%
Homework Assignments in Connect	20%
Chapter Quizzes in Connect	30%

Case Studies in BB	20%
Final Exam in BB	20%
Total	100%

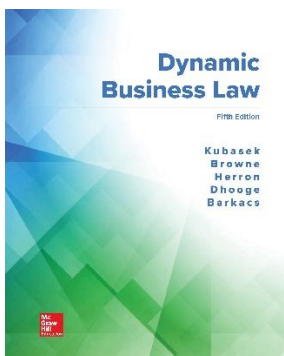
Grades are awarded according to the following scale:

90% above	A
80%-89%	B
70%-79%	C
60%-69%	D
Below 60%	F

Required Instructional Materials:

Textbook:

Dynamic Business Law, Kubasek, 5th edition. Connect Software is required. NTCC will include this book via inclusive access in your course.



Optional Instructional Materials: None.

Minimum Technology Requirements:

- Daily high speed internet access
- Internet Explorer or Microsoft Edge as these browsers support Flash Player which is required to view some course resources. If you are using a Mac, please use the Firefox browser.

Required Computer Literacy Skills:

- Email skills
- Basic computer usage skills

Communications:

- **EMAIL:** Please check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC. All emailed questions to the instructor will be responded to within 24 hours, but usually within a few hours when possible.
- **PHONE:** As an adjunct, I do not have an office on campus. If you need assistance please call Ms. Wooten at 903-434-8310 and for emergencies you may call Ms. Wooten's cell phone at 903-466-3853. We do not respond to long detailed questions via text message.

- **ANNOUNCEMENTS:** These can be found in Blackboard under the course link on your Bb homepage. Please make sure you are reading any announcements thoroughly when they are posted there.

Institutional/Course Policy:

Several elements are essential for your success in this course. You will need to understand these fully prior to starting the course:

All online courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Assignments are due weekly thus, keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with the due dates for the readings and other assignments. Late work is not allowed in this course, so you must plan your schedule carefully. Although attendance is not the same as a face-to-face course you must “attend” regularly online in order to complete all of the assignments and meet required due dates.

Course Structure and Overview:

This is an online, 16 week course and will require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Assignments are due weekly thus, keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with the due dates for the readings and other assignments. Late work is not allowed in this course, so you must plan your schedule carefully. The following items reflect your grade criteria:

Smartbook Reading Assignments in Connect:

The Smartbook chapter assignments are to be completed in Connect and are worth 10% of your overall course grade. These assignments are timed and your score will be released immediately. There is a link in BB for each Smartbook assignment. When you click on that link, the Smartbook assignment will launch automatically. These assignments can be submitted for credit no later than the assigned due date at midnight. **No late work will be accepted as the answers will be released to you immediately following the due date.** See course schedule below for specifics.

Chapter Assignments in Connect:

The chapter assignments are to be completed in Connect and are worth 20% of your overall course grade. Please see each chapter’s material in BB for each specific assignment and a link to the Connect work. These assignments can be submitted for credit no later than the assigned due date at midnight. **No late work will be accepted as the answers will be released to you immediately following the due date.** See course schedule below for specifics.

Quizzes in Connect:

Each chapter will have an associated quiz in Connect. These quizzes will count as 30% of your overall course grade. All quizzes consist of 25 multiple choice questions and are worth 100 points. You will have 30 minutes to complete them and only 1 attempt. Please see the course schedule attached to this syllabus for dates.

Case Studies in BB:

You will be required to complete 2 case studies during this course. These cases are hypothetical scenarios that reflect your course material. Each case study includes questions that you should answer in short essay format. Student submissions should be made via the appropriate link in BB. A grading rubric is attached at the end of this syllabus. These case studies make up 20% of your overall course grade.

Final Exam in BB:

The final exam will include 50 multiple-choice questions and will worth 100 points. This exam will be in Blackboard as assigned and you will have 1.5 hours to complete it with 1 attempt. Please see the course schedule attached to this syllabus for dates. This test will make up 20% of your final course grade.

Late Work Policy:

Please allow yourself an appropriate amount of time to complete the coursework. Students who wait until the last minute often miss the deadline and then cannot receive credit for their work. All due dates for the entire course are included with this syllabus so you can work as far ahead as you would like. Please understand that I must adhere to this policy for all students so exceptions will not be made.

Final Grades:

Your final course grade will be based upon the grade scale noted earlier in this syllabus. THERE ARE NO extra credit opportunities. In addition, there are no “retakes” for any assignments or exams. The scores that you receive on your original submissions will be what is counted toward your final grade. Please understand that I must adhere to this grading policy for all students so exceptions will not be made.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC’s website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

<u>Chapter</u>	<u>Chapter Title</u>	<u>Assignment</u>	<u>Points</u>	<u>Due Date</u>
Chapter 1	An Intro to Dynamic Business Law	Read Smartbook Chapter in Connect	100	9/6/2020
		Complete Homework Assignment in Connect	100	9/6/2020
		Complete Quiz in Connect	100	9/6/2020
Chapter 2	Business Ethics	Read Smartbook Chapter in Connect	100	9/6/2020
		Complete Homework Assignment in Connect	100	9/6/2020
		Complete Quiz in Connect	100	9/6/2020
Chapter 3	The US Legal System	Read Smartbook Chapter in Connect	100	9/13/2020
		Complete Homework Assignment in Connect	100	9/13/2020
		Complete Quiz in Connect	100	9/13/2020
Chapter 4	Alternate Dispute Resolution	Read Smartbook Chapter in Connect	100	9/20/2020
		Complete Homework Assignment in Connect	100	9/20/2020
		Complete Quiz in Connect	100	9/20/2020
Chapter 5	Constitutional Law	Read Smartbook Chapter in Connect	100	9/27/2020
		Complete Homework Assignment in Connect	100	9/27/2020
		Complete Quiz in Connect	100	9/27/2020
Chapter 6	International and Comparative Law	Read Smartbook Chapter in Connect	100	10/4/2020
		Complete Homework Assignment in Connect	100	10/4/2020
		Complete Quiz in Connect	100	10/4/2020
		Case Study Assignment in BB	100	10/11/2020

Chapter 7	Crime and the Business Community	Read Smartbook Chapter in Connect	100	10/18/2020
		Complete Homework Assignment in Connect	100	10/18/2020
		Complete Quiz in Connect	100	10/18/2020
Chapter 8	Tort Law	Read Smartbook Chapter in Connect	100	10/25/2020
		Complete Homework Assignment in Connect	100	10/25/2020
		Complete Quiz in Connect	100	10/25/2020
Chapter 9	Negligence and Strict Liability	Read Smartbook Chapter in Connect	100	11/1/2020
		Complete Homework Assignment in Connect	100	11/1/2020
		Complete Quiz in Connect	100	11/1/2020
Chapter 10	Product Liability	Read Smartbook Chapter in Connect	100	11/8/2020
		Complete Homework Assignment in Connect	100	11/8/2020
		Complete Quiz in Connect	100	11/8/2020
Chapter 12	Intellectual Property	Read Smartbook Chapter in Connect	100	11/15/2020
		Complete Homework Assignment in Connect	100	11/15/2020
		Complete Quiz in Connect	100	11/15/2020
Chapter 13	Introduction to Contracts	Read Smartbook Chapter in Connect	100	11/22/2020
		Complete Homework Assignment in Connect	100	11/22/2020
		Complete Quiz in Connect	100	11/22/2020
Chapter 21	Introduction to Sales & Lease Contracts	Read Smartbook Chapter in Connect	100	11/29/2020
		Complete Homework Assignment in Connect	100	11/29/2020
		Complete Quiz in Connect	100	11/29/2020
		Case Study Assignment in BB	100	12/6/2020
		Final Exam in BB	100	12/10/2020

Other Important NTCC Dates:

- Deadline to apply for Fall Graduation—Thursday, October 15
- Fall Graduation—Friday, December 11

Grading Rubric for Case Studies—Business Law-BUSI 2301.88

Criteria	Excellent 20 points	Good 17 points	Satisfactory 15 points	Poor 12 points	Not Acceptable 0 points
Identification of main issues/Problems	Identifies and demonstrates a sophisticated understanding of the main issues/problems in the case study	Identifies and demonstrates an accomplished understanding of the main issues/problems in the case study	Identifies and demonstrates an acceptable understanding of the main issues/problems in the case study	Identifies and demonstrates a weak understanding of the main issues/problems in the case study	No data
Depth of Analysis	Demonstrates a thorough and conscious understanding of the case and subject matter	Demonstrates a thoughtful understanding of the case and subject matter	Demonstrates a limited understanding of the case and subject matter	Demonstrates little or no understanding of the case and subject matter	No data
Personal Reaction	Reaction is clear and concise. Articulates opinions on the case appropriately with strong supporting evidence.	Reaction is clear and concise. Articulates opinions on the case appropriately with acceptable supporting evidence.	Reaction is clear and concise. Articulates opinions on the case appropriately but with limited supporting evidence.	Reaction is vague and opinions on the case do not include supporting evidence.	No data
Organization	Essay is efficiently organized and developed coherently around clear and compelling argument.	Essay is efficiently organized and mostly developed coherently around clear and compelling argument.	Essay is efficiently organized and only partially developed coherently around clear and compelling argument.	Essay is not efficiently organized and has limited development around argument.	No data
Writing Conventions	Mechanical, grammatical, and spelling errors are non-existent; follows accepted conventions of quotations and citations; uses transitions effectively	Mechanical, grammatical, and spelling errors are non-existent or rare; follows accepted conventions of quotations and citations; mostly uses transitions effectively	Mechanical, grammatical, and spelling errors are rare; follows accepted conventions of quotations and citations; makes some use of transitions	Writing is impaired by errors; little or no use of conventions or quotations and citations; shows little awareness of appropriate use of transitions	No data