

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

BUSINESS LAW

BUSI 2301-001

HARVEY L. COX

NOTE: This is a 16-week course.

NOTE: This is a Face-to-Face course.

BUSINESS LAW

BUSI 2301-001

Course Description:

Discusses principles of law that form the legal framework for business activity, including applicable statutes, contracts, and agency. Examines the principles of the law of contracts, sales, the Uniform Commercial Code, business organizations, conveyance of property, and other topics of business law.

Prerequisites and/or Corequisites:

Recommendation: Students should have passed the TSI Assessment, been enrolled in, or have credit for READ 0302 before enrolling in this course.

Course Notes and Instructor Recommendations:

The textbook is an integral part of the course. You will need to read the assigned chapters to gain a thorough understanding of the material discussed in class as well as to prepare for exams.

Studying outside the classroom will most likely be necessary to pass the course.

You will need to listen in class for updates to the course, changes in assignments, and other information related to your requirements for this course. If you miss class, please get with a colleague to find out what updates you missed.

Instructor Information:

Instructor Name:	Harvey L. Cox
MCC E-mail:	hcox@mclennan.edu
Alternate E-mail:	harvey@harveylcox.com
Office Phone Number:	(254) 233-7300
Office Locations:	1600 Lake Air Drive, Suite 102 Waco, Texas 76710 1000 Heritage Center Circle, Suite 133 Round Rock, Texas 78664
Office/Teacher Conference Hours:	By Appointment
Other Instruction Information:	

Email is the preferred method of communication. Emails, calls, and messages will be returned within 24 hours of receipt except when received over the weekend or during holidays. Emails received during weekends or holidays will be returned the first business day that the College is open.

Required Text & Materials:

Title: Business Law and Strategy
Author: Sean P. Melvin, David Orozco, F.E. Guerra-Pujol
Edition:
Publisher: McGraw Hill
ISBN: 978-1-264-22842-3

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Lecture, in-class discussion of cases and text materials, and exams.

Course Objectives and/or Competencies:

1. Enable you to understand the basic concept of law as it pertains to the business environment;
2. Acquaint you with the essential processes by which law is created and changed, and through which legal disputes are resolved so that you can be more effective participants in these processes;
3. Equip you to recognize legal issues and manage legal risks in business decision making by providing you with fundamental knowledge of relevant legal principles;
4. Increase your ethical sensitivity by exposing you to business-related legal problems that have ethical issues;
5. Determine the bodies of law applicable to various business situations;
6. Develop your critical thinking, negotiation, and oral communication skills; and
7. Contribute to your general education by enhancing your understanding of the nature and limits of law as a social institution.

Course Competencies:

1. Define law.
2. Identify provisions under the U.S. Constitution that impact the conduct of commercial business activity.
3. Identify the various courts found in the U.S. at the federal and state level and their function and authority.
4. Identify the required elements to form a valid contract.
5. Define the performance aspect of a contract.
6. Identify what constitutes a breach of contract.
7. Identify the remedies available for breach of contract.
8. Identify the primary difference between a contract under Article 2 of the Uniform Commercial Code and other contracts.
9. Recognize when Article 2 of the Uniform Commercial Code is applicable to a sales transaction.
10. Identify when title and risk of loss as to goods passes from seller to buyer.
11. Identify the different types of commercial paper found under Article 3 of the Uniform Commercial Code and under what circumstances they are used.
12. Explain the function of commercial paper.
13. Identify the process for negotiating and discharging negotiable instruments.
14. Understand the purpose of a secured transaction under Article 9 of the Uniform Commercial Code.
15. Identify the difference in a secured transaction between attachment and perfection.

16. Understand the different remedies available under Article 9 of the Uniform Commercial Code.
17. Identify the process of filing a bankruptcy petition under Chapter 7 of the Bankruptcy Code.
18. Describe what debts are not dischargeable in bankruptcy.
19. Identify other credit liens common to many business transactions.
20. Explain the basic concepts of agency law.
21. Identify under agency law the responsibility of the principal and agent for contract and torts of the agent.
22. Describe the rationale in selecting a particular business entity, i.e., sole proprietorship, partnership, corporation, limited liability company or limited partnership.
23. Define the concept “scope of the agency authority.”
24. Describe the difference between personal property and real property.
25. Describe the different forms of personal property ownership.
26. Describe the different forms of real property ownership.
27. Explain the rights and duties associated with the landlord-tenant relationship.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student’s financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Definitions

The terminology we use is important.

Drops occur BEFORE the census date and do not count against the student’s maximum withdrawal count of 6 classes, as defined by state law.

Withdrawals occur AFTER the census date and count in the student's maximum withdrawal count of 6 classes.

Face-to-Face Course Attendance Policy (Business Division)

Students enrolled in face-to-face courses are expected to attend class.

The instructor will use a method of their choice for routine recording of student attendance. The official record for student attendance is Brightspace. Instructors must update the official record within 24 hours of a class meeting in the days prior to the census date. After the census date, instructors must update the official record within 48 hours of a class meeting.

If a student fails to appear for face-to-face sessions in the period prior to the census date, the instructor will drop the student for failure to attend even if they complete accessible assignments in Brightspace.

Past census date, for a student to remain in a face-to-face course, they must regularly attend class. If a student misses more than 25% of class meetings prior to the 60% point of the term, the instructor will withdraw the student from the course. If a student misses more than 25% of class meetings and the class is past the 60% point for the term, the instructor will NOT withdraw the student. The student is assigned the grade earned for the course.

If a student attends class meetings but does not complete assignments, they remain in the course and are awarded the grade earned at the end of the term.

Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy: <https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>

Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

Course Schedule

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Date	Chapters	Subject
Tue, August 22	Introduction	Orientation – Review Course Requirements & Syllabus
Thu, August 24	Chapter 1	Legal Foundations and Thinking Strategically
Tue, August 29	Chapter 3	Business and the Constitution
Thu, August 31	Chapter 4	The American Judicial System, Jurisdiction, and Venue
Tue, September 5	Chapter 5	Resolving Disputes: Litigation & ADR
Thu, September 7	Chapter 42	Torts and Product Liability
Tue, September 12	Chapter 50	Intellectual Property
Thu, September 14	Chapter 45	Criminal Law
Tue, September 19	Chapter 6 Chapter 7	Contracts Mutual Assent: Agreement and Consideration
Thu, September 21	Chapter 8 Chapter 9	Capacity and Legality Enforceability
Tue, September 26	Chapter 10 Chapter 11	Performance Breach and Remedies
Thu, September 28	Chapter 10 Chapter 11	Performance Breach and Remedies
Tue, October 3	Chapter 12 Chapter 13	Contracts for the Sale of Goods Sales Contracts
Thu, October 5	Chapter 14 Chapter 15 Chapter 16 Chapter 18	Title, Allocation of Risk, and Insurable Interest Performance and Cure in Sales Contracts Breach and Remedies in a Sales Transaction Sales Warranties
Tue, October 10	Chapter 14 Chapter 15 Chapter 16 Chapter 18	Title, Allocation of Risk, and Insurable Interest Performance and Cure in Sales Contracts Breach and Remedies in a Sales Transaction Sales Warranties
Thu, October 12	Chapter 14 Chapter 15 Chapter 16 Chapter 18	Title, Allocation of Risk, and Insurable Interest Performance and Cure in Sales Contracts Breach and Remedies in a Sales Transaction Sales Warranties
Tue, October 17	Chapter 19 Chapter 20 Chapter 21	Negotiable Instruments Negotiation, Indorsements, and Holder in Due Course Liability, Defenses, and Discharge
Thu, October 19	Chapter 22	Checks, Deposits, and Financial Institutions
Tue, October 24	Chapter 23 Chapter 24 Chapter 26	Secured Transactions Creditor's Rights Bankruptcy
Thu, October 26	Chapter 37 Chapter 38	Agency Formation, Categories, and Authority Duties and Liabilities of Principals and Agents

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Tue, October 31	Chapter 39 Chapter 40 Chapter 41	Employment at Will Employment Regulation and Labor Law Employment Discrimination
Thu, November 2	Chapter 27 Chapter 28 Chapter 29	Choice of Business Entity and Sole Proprietorships Partnerships Limited Liability Companies
Tue, November 7	Chapter 30 Chapter 31	Corporations: Formation and Organization Corporate Transactions: Acquisitions & Mergers
Thu, November 9	Chapter 46 Chapter 48	Insurance Law Personal Property, Real Property, and Land Use Law
Tue, November 14	Chapter 46 Chapter 48	Insurance Law Personal Property, Real Property, and Land Use Law
Thu, November 16	Chapter 48	Personal Property, Real Property, and Land Use Law
Tue, November 21	Thanksgiving Break	
Tue, November 23	Thanksgiving Break	
Thu, November 28	Chapter 49	Wills, Trusts, and Estates
Tue, November 30	Review for Final Exam	
Tue, December 4	Final Exam	

There will be four (4) chapter exams given throughout the semester. The final exam will be comprehensive. All exams will be primarily in a true/false and multiple-choice format, but there may be some short answer questions as well. Here are the rules regarding exams:

1. All matters discussed in class (*even if not in the assigned reading*) and all subjects covered in the assigned reading (*even if not discussed in class*) are subject to examination.
2. All exams will be on Brightspace.
3. Each exam will be available at noon on the exam available date and must be completed by midnight on the exam due date.
4. You will have two hours to complete the exam.
5. You must complete the exam once you start it. The clock does not stop ticking if you take a break.
6. You can consult your books and notes for exams.
7. You must work alone. Collaboration with anyone else is not permitted and will be deemed a violation of the Academic Integrity Policy.

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Exam Schedule:

Exam	Chapters Covered	Available Date	Due Date
1	1 – Legal Foundations 3 – Business & the Constitution 4 – The American Judicial System 5 – Resolving Disputes 42 - Torts 50 – Intellectual Property	September 12	December 4
2	45 – Criminal Law 6 – Contracts 7 – Mutual Assent 8 – Capacity & Legality 9 – Enforceability 10 – Performance 11 – Breach & Remedies	September 28	December 4
3	12 – Contracts for the Sale of Good 13 – Sales Contracts 14 – Title, Allocation of Risk & Insurable Interest 15 – Performance & Cure in Sales Contracts 16 – Breach & Remedies in Sales Transactions 18 – Sales Warranties 19 – Negotiable Instruments 20 – Negotiation, Indorsements, and HDC 21 – Liability, Defenses & Discharge 22 – Checks, Deposits & Financial Institutions	October 19	December 4
4	23 – Secured Transactions 24 – Creditor’s Rights 26 – Bankruptcy 27 – Choice of Business Entity 28 – Partnerships 29 – Limited Liability Companies 30 – Corporations 31 – Acquisitions & Mergers 37 – Agency 38 – Duties & Liabilities of Principals & Agents 39 – Employment at Will 40 – Employment Regulation 41 – Employment Discrimination	November 7	December 4
Final	Comprehensive	November 30	December 4

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Quiz Schedule:

Quiz	Chapters Covered	Available Date	Due Date
1	1 – Legal Foundations 3 – Business & the Constitution 4 – The American Judicial System 5 - Resolving Disputes	September 5	December 4
2	42 – Torts 45 – Criminal Law 50 – Intellectual Property	September 14	December 4
3	6 – Contracts 7 – Mutual Assent 8 – Capacity & Legality 9 – Enforceability 10 – Performance 11 – Breach & Remedies	September 28	December 4
4	12 – Contracts for the Sale of Goods 13 – Sales Contracts 14 – Title, Allocation of Risk & Insurable Interest 15 – Performance & Cure in Sales Contracts 16 – Breach & Remedies in Sales Transactions 18 – Sales Warranties	October 12	December 4
5	27 – Choice of Business Entity 28 – Partnerships 29 – Limited Liability Companies 30 - Corporations 31 – Acquisitions & Mergers	November 7	December 4

Course Grading Information:

<u>Requirements Summary</u>	<u>Points</u>
4 Exams (100 pts each)	400
5 Quizzes	100
Comprehensive Final	200
Total Points	700

To determine your grade, divide the number of points you have to date by the total possible number of points to date.

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Please note that I do not *give* grades; you *earn* them. Accordingly, if you need to achieve a particular grade to graduate, keep a scholarship, etc., you must work to earn that grade. I will not give you something for nothing.

If you do not agree with a grade, you have one week from the time it is posted to review it with me.

Allocation of Letter Grades:

627 – 700 points	90% and above	A
557 – 626 points	80% - 89 %	B
487 – 557 points	70% - 79%	C
417 – 487 points	60% - 69%	D
<416 points	<60%	F

Late Work and Make Up Work Policies:

In the business world, due dates are important. If you miss a critical deadline, it could cost your company a significant opportunity or a substantial amount of money. For that reason, late work will not be accepted. All work is expected to be done on time.

Class attendance is important and highly recommended. I recognize that life events (e.g., births, deaths, illness, work and other outside obligations, etc.) can interfere with class meetings and exams. This does not change once you've entered the business world. Events often occur that make it difficult to arrive at work on time (or at all), to finish projects as scheduled, or to deliver products or services as promised. As business owners and employees, however, you will still be expected to perform in the face of adversity.

With that reality in mind, I have adopted a “No-Excuse” policy regarding class attendance and performance. I do not differentiate between excused and unexcused absences. An absence is an absence. If you find it necessary to miss a class, you are still responsible for the material, and you will be expected to perform on an exam in spite of the lost class time. But, you do not have to come up with an excuse to explain to me why you have missed class.

You are paying to take this class and preparing for life in the business world. If you want the best education you can get, you will show up, and you will participate.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.

Cell Phone Usage

Answering a phone and texting during class is rude behavior. It is disrespectful to other students and the instructor. You must either turn your phone off or put on vibrate mode and put it away. If an emergency arises, please leave the classroom so you can handle the situation without disturbing the class.

If I see you texting, tweeting, or otherwise using your phone during class time, I will ask you to leave the class for that day and mark you as absent.

Computer Usage

You may use computers and tablets in class for taking notes. You cannot use your computer or tablet to surf the web or Facebook. If I see you using your computer or tablet for anything other than taking notes, I will ask you to leave the class for that day and mark you as absent.

Instructor/Class Academic Integrity Statement:

In the business world, you will immediately lose your job if you are caught stealing. The same premise applies to our class. Cheating on exams or plagiarizing (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade. Additionally, you will be reported to Student Discipline.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 2542998122 Room
319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

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