

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

BUSINESS LAW

BUSI 2301.0180

PROFESSOR STEVE GREATHOUSE

NOTE: This is an 8-week, online course

Course Description:

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.

Prerequisites and/or Corequisites:

TSI Compliance or completed READ 0302: *This course is reading intensive.*

Course Notes and Instructor Recommendations:

This course is reading intensive. You will need to read each of the assigned chapters in the text in order to comprehend the concepts presented and to successfully complete your coursework. Plan accordingly, as you will need to dedicate an appropriate amount of time to this course.

The Brightspace online learning environment and McGraw-Hill's Connect platform play an integral role throughout this course. The course syllabus, instructor information, gradebook, assignments, and the final exam will be provided and accessed in Brightspace. Lecture notes are provided for each chapter.

Instructor Information:

Instructor: Steve Greathouse

E-mail: sgreathouse@mclennan.edu

Office Phone: (254) 299-8696

Office Location: Business & Technology Building, Room 211

Office Hours: MW 9:30-11:30 and TTH 2:30-4:00

Required Text & Materials:

Title: Business Law & Strategy (e-book)

Author: Melvin, S. P., Orozco, D., & Guerra-Pujol, F. E.

Edition: 1st

Publisher: McGraw-Hill

ISBN: 9781266738463 ***A digital version of your textbook is included with this course** and is accessible via the course page in Brightspace – click on “Business Law eBook” within the Content tab. You will need to follow a registration process the first time you access it – please watch this video if you would like to see step-by-step instructions for this process <https://video.mhhe.com/watch/dgiVkPnwz63U77eeq6MhqT>. If you have any problems accessing the eBook, call McGraw-Hill customer service at 800-331-5094.

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

Methods of Teaching and Learning:

1. This is an online course and will require a lot of self-discipline. You are expected to log into Brightspace each day to check the course, and to check your student email everyday as well. Since we do not have formal classroom meetings, I will act more as a facilitator for learning than a traditional professor. You will be expected to read the required chapters and complete the required assignments on time. I am here to make sure you understand and are learning the objectives set in this course. Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.
2. This course utilizes e-book reading, online quizzes and assignments, digital role-playing activities, and exams to teach toward the course objectives. You should also understand that this is a tough course. Reading the book is not optional. You will likely need to read each chapter several times in order to gain an understanding of the material. This class requires that you think critically and in a far different way than you are likely used to. Be prepared to put in the necessary time and effort into this course!
3. Time is NOT your friend! For today's college student (and today's business professional), time is our most limited commodity. You must manage your time effectively to ensure that you complete all course requirements while maintaining your responsibilities at home, work, and in society. Learning to say "no" to things of lesser importance and managing your time well are practical skills that are beneficial in life and in your future profession!

Course Objectives and/or Competencies:

Course objectives are listed on the first page of each chapter in the required text. We will NOT cover all chapters of the textbook during the course but will cover enough to meet the following objectives:

- 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; and,
- Describe current law, rules, and regulations related to settling business disputes.

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.

Online Course Attendance Policy (Business Division)

Although this is an online course, per MCC policy, instructors are still required to track attendance/participation in some way and may drop students for failing to “virtually” attend at least 75% of a course. Thus, in accordance with this policy:

- If a student fails to complete and submit at least ONE introduction discussion board assignment, Smartbook assignment, or assessment, before the census date (8/28) they will be **dropped** by the instructor (“Never Attended”).
 - An email to the instructor or merely logging in to Brightspace does NOT count.
 - Students must make a good faith effort to complete a Smartbook assignment or assessment in order to get attendance credit for it. That is, don't think that you can get attendance credit by merely guessing at a couple of questions - the instructor will use his own discretion in deciding whether or not you have done enough to be counted “present” for any Smartbook assignment or assessment.
- Past the census date if a student misses a combined total of 10 Smartbook assignments and/or quizzes prior to the 60% point of the term (9/21), the instructor will **withdraw** the student from the course.
- If a student misses their 10th Smartbook and/or quiz after the 60% point of the term, the instructor will NOT withdraw the student, and the student is assigned the grade earned.
- Extensions on missed coursework may be granted by the instructor IF the student is granted an excused absence for 5 or more days during the week related to the missed coursework.

Absences are excused in accordance with MCC policy, which includes

- Authorized participation in official College functions (w documentation from faculty or staff)
- Personal illness (w documentation such as doctors note or medical payment receipt)
- An illness or a death in the immediate family (w documentation)
- Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 (w Title IX Office approval)
- Any excused absences as outlined in Section IV of this policy:
<https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf> (w Title IX Office approval)

BUSINESS LAW

BUSI 2301.0180

Course Schedule: (subject to change; see Brightspace announcements for any schedule changes)

Specific assignments are categorized into modules that may be found in the *Content* area of Brightspace All assignments must be submitted by 11:59 PM on the specified due date.

| Module | Due Date | Smartbook Assignments & Assessments |
|--------|---------------|---|
| 1 | 8/27 | Read syllabus; complete orientation items, and chapters 1-5 |
| 2 | 9/3 | Chapters 6-9 |
| 3 | 9/10 | Chapters 10-13 |
| 4 | 9/17 | Chapters 14-18 |
| 5 | 9/24 | Chapters 19-21, 27 |
| 6 | 10/1 | Chapters 37-38, 42, 44 |
| 7 | 10/8 | Chapters 45, 48-50 |
| 8 | 10/9 or 10/10 | Comprehensive Final Exam |

Course Grading Information:

The course is based on a weighted scale as follows:

| | |
|--------------------------------|-------------|
| Orientation Items | 5% |
| Smartbook Assignments (drop 1) | 15% |
| Chapter Assessments (drop 3) | 60% |
| Comprehensive Final Exam | 20% |
| Total | 100% |

| | |
|------------|---|
| 90-100% | A |
| 80-89.999% | B |
| 70-79.999% | C |
| 60-69.999% | D |
| 0-59.999% | F |

****Note:** Students can see their grades in Brightspace at any time during the semester. Armed with the information on this page, students have no reason to contact the instructor to ask questions like, “What’s my current grade in the class?” (your current course average is what you see under “Final Calculated Grade”), or “What do I need to get on the Final to get a...?”, (do the arithmetic to figure it out). *****Do NOT email the instructor after the final exam asking if there’s any way you can be bumped up to the next letter grade** - my response will always be, “I don’t give you your grade... you give yourself your grade.”

Orientation Activities—5%

This course is designed in a manner that maximizes the use of our time together. To accomplish this, all Smartbook assignments, assessments, and the final exam will be completed in McGraw-Hill's Connect platform by clicking on related links in the *Content* area of Brightspace. To ensure that you are familiar with the Connect platform, there are two assignments that require you to view videos (for the entirety of the video) and answer some basic questions on the navigation of Connect and the completion of assignments and the final exam in Connect. **You cannot access Smartbook assignments or chapter assessments until you complete the orientation activities.**

Smartbook Assignments: 15 %

Each week, you will have one or more Smartbook assignments that cover the week's assigned chapters - for weeks in which there is a separation in chapters, you will have multiple Smartbook assignments. These assignments provide you with direct access to the textbook and utilize a quiz-like format to evaluate your understanding of the material covered. It is HIGHLY recommended that you read the chapter in its entirety before attempting to answer the Smartbook questions because in addition to some questions that merely involve rote memorization, others require you to apply chapter knowledge to solve legal scenarios.

*NOTE: Smartbook assignments are designed test your comprehension, and the "confidence" you have in your comprehension, of a topic before you'll be allowed to move to the next set of questions on subsequent topics. That is, missed questions, or answers you choose in which you say you are anything but "highly confident" about, impact the number of subsequent questions that are asked, thus the more accurate you are at answering the questions and the more you indicate you are highly confident in your answers, the quicker you'll finish! Smartbook assignments for the week's assigned chapters must be submitted no later than 11:59pm on Sunday nights. **Smartbook assignments may be completed early but not late.**

Chapter Assessments—60%

For each chapter covered, students will be required to complete one chapter assignment or assessment. There are three types of assessments used in this course, as explained below. Your three (3) lowest assessment grades will be dropped.

Chapter Assignments challenge students to demonstrate their knowledge of key concepts and terms by applying them to a variety of business scenarios. This form of assessment utilizes exclusive practical application questions. As such, you must apply what you learned in the chapter to the scenario provided. You will not find the answer to the questions directly in the text – you must think critically. Chapter assignments are not timed and you have three attempts to complete the activity successfully. You are allowed access to your electronic textbook during these assignments. **Chapter Assignments can be submitted late with a 15% penalty per day.**

Application-Based Activities, noted in the course as ‘ABA’, are highly interactive exercises that immerse students into a business environment, allow them to analyze the situation then apply their knowledge in the scenario. Due to the extent of critical thinking required, ABA activities are challenging; therefore, students have an unlimited number of attempts to score a 100% on ABA activities. Again, these are practical application-based activities, therefore you will not find the answer directly in the textbook. You must think critically and apply what you have learned. **APA’s can be submitted early but not late.**

Chapter Quizzes are assessments that challenge students to demonstrate their knowledge and understanding of the course material for a given chapter. This form of assessment utilizes both practical application and rote memorization questions. While the answers to practical application questions cannot be found directly in the textbook, the answers to rote memorization questions can be. Chapter Assessments are timed at 60 minutes and you are given three attempts. You are allowed access to the electronic textbook for this type of assignment. You are also allowed to check the answer to each question once before submitting the question for grading by clicking on “Check my work”. **Chapter quizzes can be submitted late with a 15% per day penalty.**

Comprehensive Final Exam—20%

The final exam is comprehensive and is required to be taken by all students. It will be given during final exams week as scheduled, thus you will need to take it during our assigned date and time. This exam is VERY challenging thus you will have 2 attempts but you’ll get different questions for the second attempt should you choose to do so, and your 2 grades will be averaged. Additionally, you may use the “Check my work” feature once per question while taking the exam. You will have 120 minutes to complete your Final Exam and once you start it, you must complete it in one sitting. Do NOT stop the exam and attempt to resume it at a later date or time. As with quizzes and exams, timing will be adjusted automatically for those with accommodations and both rote memorization and practical application questions will be utilized. **This exam CANNOT be submitted late.**

Dropped Grades and the Course Gradebook:

Early in the course, you will notice that the gradebook shows dropped grades for your lowest grades in both the chapter assignments and Smartbook categories. The dropped grades are noted by the text “Dropped!” in red and with a white exclamation mark inside of a grey circle, thus these zeros do not count against your grade in the course (as shown below).

0 / 100 !

Dropped!

0 / 0 !

Dropped!

0 % !

If you have only completed one Smartbook activity (for instance, the Chapters 1-5 Smartbook activity), this will be the dropped grade for that category and thus appear as a 0 – the logic is that no matter what the grade is, the lowest grade when there is only one completed activity is that grade. As you complete additional coursework, you’ll notice that the dropped grade moves throughout the gradebook appropriately to

maximize your course grade at any given time. Thus even if you earned a 100% on everything, since one Smartbook is dropped, one of your 100%'s will show up as a 0 because one of them was dropped. Similarly 3 of your assessments will appear as 0's because 3 are dropped. However, you'll know a 0 doesn't count against you if you see an exclamation point next to it.

Late Work

Assignment due dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before each module due date.** Due dates are clearly posted in Brightspace on the course calendar at the bottom of the homepage, in Brightspace below the link for each activity, in Connect, and in the "Course Schedule" portion of this syllabus. This means that you have four opportunities to know well beforehand when coursework is due (more if you utilize the Brightspace app on your mobile device or opt to receive text message notifications from Brightspace).

Due to the allowable admin permissions within Connect, here are the late work policies by type:

- Orientation activities must be completed before you access the rest of the course
- Smartbook assignments may NOT be completed late
- Assessment items:
 - Chapter assignments may be completed late but with a 15% per day penalty
 - Application-based assignments (APA's) may NOT be completed late
 - Chapter quizzes may be completed late but with a 15% per day penalty
- The final exam may NOT be completed late

*****EXTENUATING CIRCUMSTANCES*****

All coursework is accessible from the first day of class. As such, **NO EXTENSIONS WILL BE GIVEN REGARDLESS OF CIRCUMSTANCE.**

Rather than give extensions, a certain number of grades (as shown below) will be dropped from your course average. Therefore, if you miss assignments or quizzes, be sure to complete them late. Your lowest (1) Smartbook assignment and lowest (3) chapter assessments will be automatically dropped. This protects you from extenuating circumstances during the semester (more so than being granted an extension) and requires less effort on your part!

During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. This is not a self-paced course where everything is due at the end of the semester. Some of the work in each week may require significant time to complete. Plan ahead for this!

Only under the most extreme circumstances will late coursework policies be changed for a student - i.e., the student had excused absences (per the attendance policy provided in this document) for 5 or more days during one or more weeks of the term. Therefore, sad stories about being sick, oversleeping, forgetting, being stressed-out, just-needing a “mental health day”, work-conflicts, computer died, dog died, out of town for a wedding, argument with roommate, break-ups, heavy traffic, favorite Netflix show was cancelled, your candidate lost the election, etc., are NOT extreme circumstances... that’s just life.

If you know you are going to miss class when something is due or you know you are going to be busy around the time of a due date, simply turn the work in early and/or go without sleep if you have to in order to meet deadlines - this is the exact same way things work in the professional business world. (FYI, if you miss an important deadline in the professional world you will likely get fired). Therefore, start getting in the habit of meeting deadlines regardless of what is going on in your life. If you want to make it in the corporate world or in the military, meet your deadlines – NO EXCUSES.

Student Behavioral Expectations or Conduct Policy: (Descriptions below are in addition to behaviors described in the “Professionalism” portion of this document)

Communication with the Instructor

Just like in the business world with your boss, before you call or send your instructor an email, try to find the answer yourself. That is, don’t email me a question when the answer you seek is clearly in the syllabus, course schedule, assignment instructions, and/or in Brightspace. If you need clarification on something, I HIGHLY prefer you simply ask me before or after class, that way I can better answer your question plus I get to interact with you personally. However, if you do decide to call or email me, I will try to respond within 24 hours but I do not respond after 8pm on weeknights, or on weekends at all.

- Per MCC email policy, students must use their MCC student email for all email communication with their professor. Accordingly, I will not open nor reply to emails from non-MCC email addresses.
- Do NOT use Brightspace Instant Message (IM) to contact me; that system does not notify me via email or voice message, thus it doesn’t ping my personal cell which I closely monitor

Respect

Please be respectful of your classmates and your instructor. This is a hallmark of professionalism; behaving as if everyone’s comfort and welfare is as important as your own. This means addressing me as Professor Greathouse (just “Professor” or “Sir” are also acceptable), and giving anyone who is speaking to the class your full attention. You can expect to be treated in a civil and professional manner by your instructor, and thus students will be expected to do the same. Violations of any of the above will result in losing your professionalism points for the day and could result in being dropped from the course.

Healthy Debate

Just as you will experience in the professional world after graduation, in this course you might be exposed to thoughts, opinions, and perspectives that are different from your own; this is a good thing because it exposes you to different ways of seeing things! As such, you will be expected to remain calm and professional, to objectively consider any differing thoughts and opinions, and if you wish, you may ask for more information and/or engage in respectful discussion as appropriate. It is indeed possible to disagree with someone AND remain calm, respectful, and professional!

Cheating

In this course, cheating means:

- Copying or in any way using someone else's work
- Having someone else complete your work or working in pairs or teams
- Turning in a paper you didn't write, including use of AI unless specifically allowed by your instructor for a specific assignment (the *Turn-it-in* tool within Brightspace detects use of AI)
- Turning in a paper that is not original to this course (i.e., turning in a paper you wrote for another course... the *Turn-it-in* tool within Brightspace detects this)

If you are caught cheating once, you will receive a zero on the exam or assignment it relates to. If you are caught cheating twice, you will receive an F in this course (not merely dropped with a W).

MCC's Academic Integrity statement, including its policies on dishonesty and cheating, can be found at www.mclennan.edu/academic-integrity.

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

Your instructor provided additional guidance specific to this course in this document.

Updated 07/18/2023



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.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.