

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

BUSINESS LAW

Section: BUSI 2301.87

PROFESSOR STEVE GREATHOUSE

NOTE: This is a 16-week online course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

BUSINESS LAW

2301.87

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 designed to be a very practical course which will help students academically and professionally while developing a fundamental knowledge of the business law environment. Students may be very knowledgeable about some topics while other topics may be completely new to them.

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 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. All coursework will be submitted in McGraw-Hill Connect. The course syllabus, instructor information, and general gradebook will be provided in Brightspace. Individual activities are directly linked in Brightspace as well so that the course follows a linear approach. Lecture notes are provided for each chapter.

Essential business skills will be reinforced throughout this semester. These are skills necessary to achieve success in the workplace and in life. Your instructors' course policies are designed to enforce such skills as timeliness, accountability, responsibility, effective communication, professionalism, and integrity. Each of these policies are defined within the course syllabus.

Instructor Information:

Instructor: Steve Greathouse

E-mail: sgreathouse@mcclennan.edu

Office Phone: (254) 299-8696

Office Location: Business & Technology Building, Room 211

Office Hours: TTH 10:00-11:00 & 12:30-4:30

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!

BUSINESS LAW

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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 Schedule:

In the event that a schedule change is necessary, students will be notified by course announcement in Brightspace and the information changed on the course calendar located in Brightspace. All assignments must be submitted by 11:59 PM on the specified due date.

Module	Due Date	Assigned Chapters for Reading & Activities
1	1/22	Read syllabus; complete orientation items, and chapters 1-5
2	2/5	Chapters 6-9
3	2/19	Chapters 10-13
4	3/5	Chapters 14-18
5	3/26	Chapters 19-21, 27
6	4/9	Chapters 37-38, 42, 44
7	4/23	Chapters 45, 48-50
8	5/1 or 5/2	Comprehensive Final Exam

Course Grading Information:

Orientation Activities	x	5%
SmartBook Assignments (drop 1)	x	15%
Chapter Assessments (drop 3)	x	60%
Comprehensive Final Exam	x	<u>20%</u>
Total		100%

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

Orientation Activities—5%

This course is designed in a manner that maximizes the use of our time together. To accomplish this, all course assignments, quizzes, and exams will be completed in McGraw-Hill's Connect platform. 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, the completion of assignments in Connect, and the submission of quizzes and exams in Connect.

SmartBook Assignments—15%

In this course, we utilize a digital textbook that has been included in Brightspace and Connect (although you can rent or purchase a hard-copy through Connect should you desire). However, not everyone enjoys reading and far fewer students enjoy reading textbooks! Each week, you will have a SmartBook assignment that covers the week's chapters. For weeks in which there is a separation in chapters, you will have multiple SmartBook activities to complete. The assignment provides you with direct access to the textbook and utilizes a quiz-like format to evaluate your understanding of the material covered. It is recommended that you read the chapter in its entirety before attempting to answer the questions.

Each SmartBook activity should last between 30-45 minutes per chapter covered, although attempting to answer questions without reading the text will cause the activity to go much longer. Also, there are two types of questions utilized in SmartBook activities. Rote memorization questions are the questions you are likely most familiar with – they require you to recall information from the text, such as a definition. Practical application questions are more challenging – they require you to apply what you have learned to a given situation or scenario and you won't find the answer directly in the text, you must apply what you understand to the situation. Your lowest SmartBook assignment grade will be dropped. SmartBook assignments cannot be submitted late and due dates cannot be extended after the date has passed.

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.

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, and 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.

Chapter Assessments are quiz-based assignments 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 rope memorization questions. While the answers to practical application questions cannot be found directly in the textbook, the answers to rope 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.

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. You will only have 1 attempt. Additionally, you will have 120 minutes to complete your Final Exam and once you start it, you must complete it in 1 sitting. Do NOT stop the exam and attempt to resume it at a later date or time. ***This exam CANNOT be submitted late.*** As with quizzes and exams, timing will be adjusted automatically for those with accommodations and both rope memorization and practical application questions will be utilized.

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 SmartBooks categories. The dropped grades are noted by the text “Dropped!” in red and with a white exclamation mark inside of a grey circle (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 – 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.

****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 NOT email the instructor after the final exam asking if there’s any way you could 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.”

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).

If you miss the assigned due date, there will be a 15% penalty assessed for each subsequent day that the work is submitted late, with the exception of **SmartBook activities which cannot be submitted late.** Late work will not be accepted beyond 1 week from the due date. **The comprehensive final exam cannot be submitted 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!

Drops

Students who drop the course before the deadline for student initiated withdrawals will receive a “W” (as long as they are eligible to drop... you only get a total of six). If a student is not eligible to drop, they will receive the grade they earn in the course.

Attendance

Although this is an online course, per MCC policy, instructors are still required to track attendance in some way and drop students for failing to “virtually” attend at least 75% of the course. Thus, in accordance with this policy, the instructor will drop a student when they fail to complete all of the assignments in two modules. (Note: you must make a reasonable effort to “complete” an assignment, thus do NOT merely guess at a couple of questions thinking it will count as completion (credit for work is at the discretion of the instructor). Each semester at least one student reaches the drop threshold very near the end of the semester and seems shocked that they were dropped... don’t be this student!

If a student does not participate in the course during the first two 13 days of the semester, they will be dropped by the instructor.

Student Behavioral Expectations or Conduct Policy

Communication with the Instructor

Just like in the business world with your boss, before you 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, or assignment instructions. If you need clarification on something, and cannot find the answer yourself, then don’t hesitate to call me during office hours or send me an email. I will try to respond within 12 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.
- PLEASE include BUSI 2301.87 in the subject line of your emails to me so that I know what course your email refers to (I teach many classes each semester!)

Respect

Please be respectful of your classmates, yourself, 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" is also acceptable). 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 this policy could result in being dropped from the course.

Cheating

Cheating means copying or in any way using someone else's work. In this course 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). This policy includes turning in individual or group assignments that are plagiarized or otherwise not your work. **Note: All assignments will be turned-in via Brightspace using the Turn-it-in tool which automatically checks student work for originality and proper citations. Thus papers with a Turn-it-in similarity score above 25% will be given a zero.

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

More information on MCC policies and student resources can be found in the "Important Student Resources" section in Brightspace within the Content tab.

Updated 11/04/2022

McLennan
C O M M U N I T Y
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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 254-299-
8122
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, (Diversity, Equity & Inclusion/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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/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.