



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

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

Instructor: John Mark Cobern, CPA, JD

Office: Online

Phone: Adjunct-if unable to reach Mr. Cobern, please contact Heidi Wooten at hwooten@ntcc.edu or 903-466-3853.

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	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 as soon as they are ready for distribution. The final grade is based on the computations listed below.

Evaluation and Grading Criteria:

There are 740 possible points

	Possible Points
Assignments	160
Discussion Board Assignments	80
Exams (2 Exams – 250 points each)	500
Total Possible Points	740

Grades are awarded according to the following scale:

663-740	A
589-662	B
515-589	C
441-514	D
0 – 440	F

* The following penalty point deductions will be applied to student exam scores when the exam is taken late (after the allotted exam time). To avoid late penalties, students must make arrangements with the Instructor prior to the exam time(s) listed above.

Points Deducted

1-7 days after exam time has expired = 10 point deduction

8-14 days after exam time has expired = 15 point deduction

14 + days after exam time has expired = Meeting with Instructor to discuss student(s) options.

Required Instructional Materials:

Textbook:

Cheeseman; Essentials of Business Law-Prentice Hall, 1e.
ISBN 9780131440470.

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

Course Structure and Overview:

This is an online, 8 week course and will require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Many 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 reflected your grade criteria and must all be completed and submitted via Blackboard.

Exams:

Exams will include 50 multiple-choice questions and each question is worth 5 points. No exam grades will be dropped. The exams will be timed (1.5 hours). Please see the course schedule attached to this syllabus for dates.

Chapter Assignments:

The chapter assignments are to be completed in Blackboard. Please see each chapter's material in BB for each chapter's specific assignment. 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.

Online Discussions:

Online discussion questions can be found under the caption **DISCUSSION BOARD** within **Blackboard**. Students must post at least once to each topic posted.

Rubric:

One initial post (**Due on Wednesdays by midnight**), respond to at least two peers (**Due on Sundays by midnight**).

Initial Post Length requires a minimum of 150 words.

Secondary and third post length requires a minimum of 75 words per post.

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:

This course is set up on a point scale. You can calculate your grade at any time as all point values are listed on this syllabus. Your final course grade will be based upon this scale only. 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.

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:** My office phone is 903-434-8310, however if you need immediate assistance you may call my cell phone at 903-466-3853. I 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:

1. All online courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Many 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.

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):

Assignment/Discussion/Exams	Due Dates
Chapter 1	Sunday, February 2nd --midnight
Chapters 2 & 3	Sunday, February 9th--midnight
Chapters 4 & 5	Sunday, February 16th--midnight
Chapters 6 & 7	Sunday, February 23rd --midnight
Chapters 8 & 9	Sunday, March 1st --midnight
Exam 1	Tuesday, March 3rd --Sunday, March 8th--midnight

Chapters 10 & 12
SPRING BREAK

Sunday, March 15th--midnight
Monday, March 16th-22nd --No assignments due!

Chapters 14 & 15
Chapter 16
Chapter 17
Chapter 18
Exam 2 (Final)

Sunday, March 29th --midnight
Sunday, April 5th--midnight
Sunday, April 12th--midnight
Sunday, April 19th --midnight
Tuesday, April 21st --Sunday, April 26th--midnight

Other Important NTCC Dates:

- Deadline for Spring Graduation--Friday, March 6
- Spring Graduation--Saturday, May 16