NOTE: The instructor reserves the right to modify the course requirements, assignments, grading procedures and other related policies as circumstances may dictate.

*When emailing the instructor with questions, please include your name and course.

TEXT:
Roger LeRoy Miller & Hollowell

COURSE DESCRIPTION:
This course presents the legal principles affecting business decisions. The laws of contracts, agency, sales, negotiable instruments, property, and government regulation are specifically covered. The text is the backbone of the course. You read the chapters, take the exams, do the cases, and the discussion questions. The exams may be retaken, so use them as a study test and then you can go back, study more, and replace the grade when you retake the test. You may take the exam 3 times total. The cases should be emailed to me to be graded; everything else is self-grading on the website. You may check your grades by clicking “Tools”, check grade. So, read the syllabus and get started reading the text.

COURSE OVERVIEW:
The objectives of the course will be accomplished through the use of the website, textbook reading assignments, hypothetical case problems, and instructor interaction.

LEARNING OBJECTIVES:
- 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.

EXAMINATION AND TESTING:
You will be required to complete examinations during the course of the semester. The schedule of when the exams are due will be posted on the class website. You may take any test up to three times to improve your score, but remember it is the best score that counts for your final grade.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Chapters Covered</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>chapters 1, 2, 3, 4, &amp; 5</td>
<td>100 points</td>
</tr>
<tr>
<td>2</td>
<td>chapters 9 – 13</td>
<td>100 points</td>
</tr>
<tr>
<td>3</td>
<td>chapters 14 - 17</td>
<td>100 points</td>
</tr>
<tr>
<td>4</td>
<td>chapters 23,26,29,&amp; 33</td>
<td>100 points</td>
</tr>
<tr>
<td>Case Studies (3)</td>
<td>50 points each</td>
<td>150 points</td>
</tr>
<tr>
<td>Discussion Questions (3)</td>
<td>25 points each</td>
<td>75 points</td>
</tr>
<tr>
<td>Responses(3)</td>
<td>25 points each</td>
<td>75 points</td>
</tr>
</tbody>
</table>

700 points

To take the tests on-line is involved, but simple.
The steps are:
1. Go to  Ecampus.dcccd.edu, or www.Ecampus.DCCCD.Edu  (your ISP determines which one will work for you)
2. Click on the word "logon".
3. It is a good idea to add this page to your "favorites/bookmarks".
4. This screen is to sign on - use your student ID number as both your name and password, with a lower case e in front. (example – e0001234)
5. Click OK.
6. This screen is your personal Blackboard and every distance learning course you are in is listed. Click on the course you wish to visit and you will be in that instructor's course website.
7. Click on student tools and click update your information.
8. Update all of your information and click on the button on the bottom of the page "update user information". - This will allow your instructor to have "correct information" to mail you class materials, etc.
9. Click on "Course Information". - Your syllabus is here.
10. Feel free to explore the buttons, to see what is available for your use

Statement of Workplace and Foundation (SCANS) Competencies:

Mountain View College is committed to preparing you with the knowledge and skills that you need to succeed in today's dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

Workplace Competencies

• Manage Resources: manage time and money
• Exhibit Interpersonal Skills: negotiate with others
• Work with Information: acquire and evaluate data, and interpret and communicate data
• Apply Systems Knowledge: work within social and organizational systems, and improve systems

Foundation Skills
FINANCIAL AID:
"If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds."

ACADEMIC HONESTY:
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of The Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of Conduct, which is also available on the Internet at http://www.dcccd.edu.

DROP POLICY:
IT IS THE STUDENT'S TOTAL RESPONSIBILITY TO DROP A COURSE OR WITHDRAW FROM THE COLLEGE: FAILURE TO DO SO WILL RESULT IN RECEIVING A PERFORMANCE GRADE, USUALLY A GRADE OF "F".
If you are unable to complete this course, you must withdraw from it by the last day to drop as indicated on the fee receipt. Withdrawing from this course is a formal procedure, which you must initiate: I cannot do it for you. You may do this in admissions or counseling. Students sometimes drop courses when help is available that would enable them to continue. I hope you will discuss your plans with me if you feel the need to withdraw.

Cell phones, electronic devices and pagers:
Students are expected to turn off all cell phones, electronic devices and pagers during class time.

Repeating This Course:
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm.

ADA Statement:
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office. For information regarding the rights and responsibilities of students with disabilities, contact DSO at 972-860-8691 (Voice) or 972-860-3651 (TDD) or 214-860-8845 (fax).

The Texas Success Initiative (TSI)
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in
college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm

Religious Holidays:
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

Inclement Weather:
In the event of severe weather conditions, please listen to local radio or television stations for information concerning official closing of Mountain View College facilities. You can also call the information line at 214-860-8680, or check for updates on the Mountain View College website (http://www.mountainviewcollege.edu/1weather.aspx). Decisions for evening classes will be made by 4:00 pm.

REQUIRED CASE PROBLEMS:
You will be required to complete three hypothetical case problems during the semester. Please do the following cases in semi-outline form. Do them using your word processor software and email them to DThompson1@dcccd.edu, please save and send in .rtf or .doc file format.

*When emailing the instructor cases, please include your name, course, and section.*

Case Study Format
I. Facts – What happened?
II. Issue – What is the question of law?
III. Holding – What is your decision?
IV. Reasoning – What principles of law did you base your decision on?

The cases assigned are on the class website under Case Studies.

Please emailing your instructor your case and include the course and section number in the email subject line. Make sure you have your name on the case or email.

Case Study Format

Please do you case in semi-outline form, using the following headings.

I. Facts - What happened?
II. Issue - What is the question of law? (one simple sentence) All the information you want to put here usually belongs under defense.
III. Holding - What is your decision?
IV. Reasoning - What principles of law did you base your decision on?