Instructor's Name: Kevin Wortley
Office Hours: Virtual Office Hours:
(Note: Contact is always available by email.)
Office Number: Richland College (Wichita Hall) WH229
Office Telephone: 972-238-6027
E-Mail Address: KevinWortley@dcccd.edu
Instructor Response Time: Student Emails and feedback will be answered within 24-48 Hours
During the week.
Web Address: http://ecampus.dcccd.edu
Technical Support Email: http://www.richlandcollege.edu/dl/resources.php
Tech Support Phone: 972 669 6402
Class Meeting Time: December 11 – January 5  Drop Date: December 22, 2017  Cert Date: December 13, 2017
(The instructor reserves the right to amend the online syllabus as needed).

I. COURSE DESCRIPTION Business Law – BUSI 2301 (3) Credit Hours

This course presents the legal principles affecting business decisions. The law of contracts, torts, sales, negotiable instruments, agency, secured and other business transactions are specifically covered.

II. PREREQUISITE - None

III. COURSE MATERIALS

A. TEXTBOOK: BUSINESS LAW TODAY-THE ESSENTIALS, 11TH EDITION. The required course text can be purchased at the Follett Bookstore (Phone 972-231-7315) on the Richland College Campus. You need one of the two below options (you do NOT need both options listed below). If you decide to purchase directly from the publisher instead, the ISBN numbers will be different. Be sure you purchase the 11th edition and get the LMS Access Code.

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>ISBN/EAN</th>
<th>Edition</th>
<th>Copyright</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package</td>
<td>Miller</td>
<td>9781337061834</td>
<td>11th</td>
<td>2017</td>
</tr>
<tr>
<td>Component</td>
<td>Miller</td>
<td>9781305644274</td>
<td>11th</td>
<td>2017</td>
</tr>
</tbody>
</table>
C. **Access to a computer and a web connection** is necessary in order to complete your work for this online course. You need to have a backup plan in the event your usual computer, browser, MS Word, or your internet connection develops a problem. Computers with internet connections and basic programs are available at most all public libraries, on the RLC campus (Room D-229), and perhaps with suitable permission, at your place of employment (to use after or before your work). Note that completing assignments early leaves time to seek a backup if your usual computer/internet connection develops a problem.

D. **An email address is required for weekly updates and information.** Weekly email updates will be sent to you. It is very important that you read your emails from me at least 2-3 times or more each week. When you communicate through an email to me, the subject line of all the emails must include your last name, course and section number, and a brief description of your message in the SUBJECT LINE. (Example: Wortley, BUSI 2301-82489 Case #1).

**IV. WEB SITE FOR THIS COURSE**

A. The syllabus, learning activities, assignments, course due dates, and exams are located at [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu)

B. Click on 2017SU-BUSI-2301-82489: Business Law

C. Click on the left margin button **GETTING STARTED** and then **SYLLABUS & DUE DATES** to view the ONLINE COURSE SYLLABUS and other course information.

**V. COURSE OVERVIEW:**

A. Business 2301 – Business Law Principles is designed as an organized, logical presentation of important areas of the law that relate to business. This course does not replace the advice of a lawyer on narrow issues but, instead, is designed to give the student the skills necessary to analyze a business situation or procedure and to make an informed decision as to whether possible legal problems exist. Business Law is a required course for many DCCCD career programs and transfers to several universities in satisfaction of business degree requirements.

B. Skills for Living Goals – Business 2301 provides opportunities for the student to understand the unique nature and dynamics of American Law; to identify the laws and agencies which control, protect, and serve the business and consumer communities; to develop critical reasoning abilities, and to participate in writing activities.

C. It is important to start with the **‘GETTING STARTED BUTTON’ ONLINE.** It is easy to feel overwhelmed as you are getting used to a new schedule and perhaps even a whole new way of learning with an online course. It is natural to feel somewhat confused when we begin something new. Think about the last thing that you did that was confusing to you at first, and became effortless with practice. Online instruction is like that, so stay with it. Start with **‘GETTING STARTED’** which can be found at the left margin of the course web site. **Afterwards complete your ‘ORIENTATION QUIZ’ online at your web site under TEXT & ACTIVITIES - due date Tuesday, December 12, 2017.**

D. The **Verification Enrollment Information Page** (last page of your syllabus) is also due
Tuesday, December 12, 2017 (by/before 5PM that day). Please upload the form to eCampus so that I may verify your enrollment in the course.

E. The SYLLABUS & DUE DATES BUTTON ONLINE at your web site lists specific due dates for each unit’s online exams and case assignments. You will be able to see that this is an ONLINE COURSE—IT IS NOT A SELF-PACED COURSE. You may choose to work ahead. If you complete all exams and assignments, you can finish the course early.

F. Specific learning activities have been developed to help you work through each chapter online at your web site. All learning activities are located in the TEXT & ACTIVITIES BUTTON ONLINE of the course web site. Many of them will occur in MindTap so you will have to have the LMS Access Code. The learning activities have four steps which include: Read the chapter, Complete the MindTap activities, skim the PowerPoint Lectures, then take the optional extra credit practice quizzes before taking the required exam for each unit.

G. Please complete the chapters in the order they are listed in the ONLINE COURSE MATERIALS AND ONLINE SCHEDULE in order for the learning process to work best for you. (The Online Schedule is a separate document). Navigate thru the entire left margin online course buttons so that you become familiar with the online learning course contents and structure.

VI. COURSE OBJECTIVES & STUDENT LEARNING OUTCOMES

Upon successful completion of Business 2301, you should be able to understand

A. The law and its meaning, sources, purposes, classifications and how it affects business transactions.
B. The role of ethical behavior as applied to legal principles affecting business decision making.
C. The nature of business torts, intellectual property, and cyber law in our changing society.
D. The nature of contract law including: the importance of contract in the business world, the six elements of a contract, the rights of third parties, guidelines for interpretation of contracts, and contractual remedies.
E. The nature of sales contracts including: the difference between sales contracts and common law contracts, the application of Article 2 of the Uniform Commercial Code to sales contracts.
F. The duties and rights of buyers and sellers in contracts for the sale of goods, the relationship of insurable interest, risk of loss, and passage of title, and the nature of warranties and product liability.
G. The nature of the law associated with commercial paper: including the functions and forms of commercial paper, the requirements for negotiating, the effects and types of endorsements.
H. The differences between a holder and a holder in due course, and the rights and duties involved in bank-customer relations.
I. The nature of agency law including: the requirements for the creation and termination of an agency relationship, the duties of principals and agents, and the factors determining the liability of principals and agents and how it applies with employment law.
J. The nature of business organizations: such as sole proprietorships, partnerships, corporations, and special forms of ownership (limited liability companies, joint ventures,
etc.)
K. The influence of government regulation such as the Sherman Act and the Clayton Act, and labor and employment legislation on business practices and operations.
L. The exchange of goods, services, and ideas on a global level with the law pertaining to international business transactions.

VII. COURSE OUTLINE (LEARNING ACTIVITIES AND SCHEDULE)

A. Because this is an online course, keep in mind that all of your work must be completed within the semester’s dates - paying particular attention to the online COURSE DUE DATES. The Verification Enrollment Information Page (last page of your syllabus) is due by Tuesday (2nd day of class), no later than 5PM Central.

1. There are specific due dates for each unit - click on COURSE DUE DATES at the main menu on the left side of course web site. THIS IS NOT A SELF-PACED COURSE; IT IS AN ONLINE COURSE.

2. All work in each unit must be completed before 11:59 p.m. midnight on the due date. NO EXAMS WILL BE ACCEPTED AFTER THE DUE DATE AND ZEROS WILL BE RECORDED ON EACH EXAM AFTER MIDNIGHT ON THE MANDATORY DUE DATE.

3. You may choose to work ahead. If you complete all exams and assignments, you can finish the course early.

B. In order to schedule your work, go to the ecampus web site, click on your business law course and read the COURSE SCHEDULE. You are expected to attend the online class on a regular basis, complete all assignments on time which will enable you to have a successful journey through business law. Read your email at least 2-3 times or more each week. This is how I communicate with you!

C. Remember; try to establish a “regular” pattern of learning activities so that you can establish a system just as if you were attending a traditional class.

VIII. CLASS POLICY:
Please remember that this is an online college adult class learning environment. All comments either by email or other communication must be conducted in a ‘civil’ manner. All emails must be sent in ‘English’ only; otherwise, penalty points will be taken off the final course grade.

IX. EVALUATION
In addition to 4 Exams an Orientation Quiz worth 0-10 points is given during Week #1 and must be completed by Tuesday (2nd day of class) before 5PM. Orientation Quiz Questions come from the Online Syllabus and Schedule.

No Make-Up Exams and No Make-Up Case Assignments are available. Exception: Only “One Instructor-Approved Emergency Make-Up Exam” will be considered if necessary and written emergency documents will have to be provided. In order to be successful students must attend and participate in enrolled courses.

A. Exams are taken at your computer-located inside TEXT & ACTIVITIES. When
taking an exam it is better to use a PC; NOT A LAPTOP or other wireless computer during exams because they are more prone to disconnect easily during exams. If you have been on the [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu) web site for more than 2 [two hours], you need to logoff and login again before starting your exam.

1. Four Exams (4) will be administered during the semester—each exam covers ‘four to six chapters’. The four (4) exams are to be taken in the order (sequence) as they appear in the Online Course Website and Online Syllabus. The four (4) exams are divided among four (4) units.

2. See the ONLINE COURSE DUE DATES FOR ALL EXAMS & ASSIGNMENTS. There are 4 exams within 4 units and 2 required case assignments. There are also required MindTap homework/practice activities for each chapter of each unit. You will access those by clicking on the MindTap activity link located in the Unit Folder (the first time you do that you will be asked to enter your LMS Access Code and you may also have to disable your pop-up blocker to proceed). The unit dates are the actual completion deadlines in the summary below. There is also one required Discussion Board per Unit (each Discussion Board requires 3 posts). A detailed online Course Schedule is on your web site at [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu)

There are no make-up case assignments available.

| BUSI 2301.82489 SUMMARY-- COURSE DUE DATES: EXAMS & CASE ASSIGNMENTS |
| 2018SP December 11, 2017 – January 5, 2018 |
| The Units 1 thru 4 Mandatory Deadline Dates are required completion dates. |

<table>
<thead>
<tr>
<th>Items</th>
<th>Before MIDNIGHT on the closing date.</th>
<th>Chapter Number</th>
<th>Work to Be Completed by Sunday midnight of the referenced week</th>
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</thead>
<tbody>
<tr>
<td>REQUIRED</td>
<td>12/11 – 12/12</td>
<td>Syllabus &amp; Schedule</td>
<td>Orientation Quiz over Syllabus &amp; Schedule</td>
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<tr>
<td>Orientation Quiz &amp; Information Page must be completed online by Schedule Date 12/12 (Tuesday) @ 5PM</td>
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<tr>
<td>UNIT 1</td>
<td>12/11 – 12/17</td>
<td>Chap 1 &amp; 2</td>
<td>Chap 1 &amp; 2 Activities (req.) &amp; Practice Quiz # 1 (opt E.C.)</td>
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<td></td>
<td>12/11 – 12/17</td>
<td>Chap 4 &amp; 5</td>
<td>Chap 4 &amp; 5 Activities (req.) &amp; Practice Quiz # 2 (opt E.C.)</td>
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<td></td>
<td>12/11 – 12/17</td>
<td>Chap 8 &amp; 9</td>
<td>Chap 8 &amp; 9 Activities (req.) &amp; Practice Quiz # 3 (opt E.C.);</td>
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<td>12/11 – 12/17</td>
<td>Chap 1, 2, 4, 5, 8, 9</td>
<td>Unit 1 Discussion Board &amp; Exam #1 Online</td>
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<td>Unit 1 Exam &amp; Discussion Board must be completed online by Schedule Date 12/17 (Sunday) @ midnight</td>
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<td></td>
<td></td>
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<tr>
<td>UNIT 2</td>
<td>12/18 – 12/24</td>
<td>Chap 10 &amp; 11</td>
<td>Chap 10 &amp; 11 Activities (req.) &amp; Practice Quiz # 4 (opt)</td>
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<td></td>
<td>12/18 – 12/24</td>
<td>Chap 12 &amp; 13</td>
<td>Chap 12 &amp; 13 Activities (req.) &amp; Practice Quiz # 5 (opt);</td>
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<td></td>
<td>12/18 – 12/24</td>
<td>Chap 10, 11, 12, 13</td>
<td>Unit 2 Discussion Board; Exam #2 Online; Case #1 Chap 10.3 (Spotlight on Drug Testing–3rd Party Ben.)</td>
</tr>
<tr>
<td>Unit 2 Case #1 must be submitted online by Schedule Date 12/24 (Sunday) @ midnight</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Unit 2 Discussion Board &amp; Exam must be completed online by Schedule Date 12/24 (Sunday) @ midnight</td>
<td></td>
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<tr>
<td>UNIT 3</td>
<td>12/25 – 12/31</td>
<td>Chap 14 &amp; 15</td>
<td>Chap 14 &amp; 15 Activities (req.)</td>
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<tr>
<td></td>
<td>12/25 – 12/31</td>
<td>Chap 17 &amp; 18</td>
<td>Chap 17 &amp; 18 Activities (req.) &amp; Practice Quiz # 6 (opt);</td>
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<td></td>
<td>12/25 – 12/31</td>
<td>Chap 14, 15, 17, 18</td>
<td>Unit 3 Discussion Board; Exam #3 Online; Case #2 Chap 17.3 (Spotlight on Taser International – Loyalty)</td>
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</tbody>
</table>
3. Each of the exams will contain a total of 75 true/false and multiple choice questions. You will have 80 minutes to complete the 75 questions. The questions are “randomly” selected so each student will have a different exam. In the time period of 80 minutes, you have a ‘limited’ amount of time with the textbook to look up the answers. You have to know a majority of the text material before you take the exam in order to do a good job and learn the business law principles.

4. Each question is worth 2 points each, for a total of 0-150 points per exam. Each exam will be timed with a clock in the upper corner showing 0-80 minutes. Please study each chapter thoroughly before taking the exam and remember each exam will be administered only one time-no multiple attempts. All students are to take the exams online.

5. Once you start an exam online, you must complete and answer all 75 questions within the 80-minute time frame. Click SAVE & SUBMIT quickly after you see the 79 minute warning. If you click SAVE ALL ANSWERS, you must still click SAVE & SUBMIT within the time limit. If you just stop, the computer will grade the exam and you will not be allowed to restart the exam unless your computer or internet connection has been disconnected. Email KevinWortley@dcccd.edu as soon as possible before the exam deadline should this happen to you. Repeated behavior of disconnects will be subject to instructor discretion and may result in a deduction of points at the end of the semester.

6. After the exam, if you receive a symbol ! Online-means you went over the maximum time of 80 minutes. The first time this happens to you, you will receive your exam grade with a one-time grace period and no points deducted. After that, there will be a minus (-2) points for the overtime and a (-2) points deducted for each partial minute and one-minute over the maximum time of 80 minutes. Watch this, and it should not be a problem for you.

7. If you have concerns about your exam questions, you must email the exam number; question number; and your answer with definitive support within 24 hours of when you complete the exam. Maximum limit: up to five (5) questions per exam. Do not wait until you complete Exam #4 in Unit 4 (the last unit) with questions from exams in Units 1, 2, or 3. Neither the answers will be addressed; nor will the points be added or changed after the online exam has been completed by you and after the 24 hour period. No exceptions will be made. If you email a request concerning the
‘correct answer’ you will need to make notes on the subject of the question on a notepad for reference when you take the exam. Correct answers after submitting the exam electronically are not given to you to prevent online exam cheating.

B. Case Assignments: Case Assignments #1 and 2 will be posted on your web site under the TEXT & ACTIVITIES button online.

1. Each case assignment will be worth 0 to 50 points each. The case assignments are to be completed in the order (sequence) as they appear in the syllabus. You may receive a grade on your case problem that ranges from 0-50 points depending on the quality of your responses to the case questions. Remember to discuss the business law principles within the Legal Reasons of each case. Be sure to include your text page number[s] at the end of your Legal Reasons that support your answer. If you use other ‘Resources’ such as Internet sites, you must give credit in the footnotes (use proper English and documentation/bibliography) – otherwise, it’s plagiarism. DO YOUR OWN WORK—DO NOT CHEAT OR USE A ‘BLOG’ FOR YOUR WRITINGS UNDER THE LEGAL REASONS.

2. On the two (2) required case assignments you will have a ‘late’ 24 hour time frame after the due date to submit your case with an automatic -10% (minus) penalty from the total possible 50 points. Other deductions will occur if anything else is wrong with the case. After the 24 hour period, a zero will be recorded on the case assignment.

3. Your required MindTap activities are located within the TEXT & ACTIVITIES Unit folders and will be accessed through the links provided. Note that after you complete an activity in MindTap, I recommend that you go back to eCampus and use the next link provided. This is because I have not assigned all the activities in MindTap. If you just proceed from activity to activity inside of MindTap, you will complete activities that I did not assign (which might be fine for practice, but you may not want to make more work for yourself). Most of the activities are set to allow you to take them two times if you want/need to improve your score after the first attempt.

4. You will be required to complete four (4) required Discussion Boards (one for each Unit). Your first post to each discussion board is always DUE BY THE THURSDAY BEFORE THE UNIT CLOSES (for instance, your first post to the Unit 1 Discussion Board is due by or before midnight on Thursday, 12/14. Your next two (2) posts will be replies to your peers’ posts. The reason for the early due date for your first post is so you have several days to read your peers’ posts, consider them, and then reply to at least two of your peers with comments that advance the discussion and learning for all. You will have through the close of each Unit (Sunday midnight) to make your two peer reply posts, so only the initial post (which is a response to my question prompt) is due early. Your posts will be graded on quality over quantity, but generally a post of approximately 5 – 7 sentences is appropriate. Your replies MUST ADD to the conversation (they cannot simply be something like, “I really like your ideas”, or “I completely agree with you”… or something along those lines that does not ADD to the conversation. Each discussion board is worth 25 points and will be graded on the strength of your response, combined with the timeliness of the posts. NO POINTS will be available for any posts made after the discussion board closes at the end of the unit.
5. **All cases are to be submitted online. Please use Microsoft Word to submit your case assignments.** It is important that you follow the format and specific guidelines on each case assignment to receive full credit for your case assignments. **A SAMPLE CASE COPY AND FORMAT is found under the Online TEXT & ACTIVITIES button.**

C. **Summary of Grade Components**

<table>
<thead>
<tr>
<th>Component</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Quiz</td>
<td>10</td>
</tr>
<tr>
<td>4 Discussion Boards (25 points each)</td>
<td>100</td>
</tr>
<tr>
<td>4 Exams (150 points per exam)</td>
<td>600</td>
</tr>
<tr>
<td>2 Chapter Case Problems (50 points each)</td>
<td>100</td>
</tr>
<tr>
<td>Chapter Activities/Assignments</td>
<td>240</td>
</tr>
<tr>
<td>8 Optional E.C. Quizzes (0 – 5 points each)</td>
<td>[optional pts]</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,050</strong></td>
</tr>
</tbody>
</table>

D. **Grades will be distributed as follows:** Your grade is based upon 4 Exams @ 0-150 points each, 4 Discussion Boards @ 0–25 points each, 240 points of MindTap chapter homework activities, and two required case assignments @ 0-50 points each. The Orientation Quiz is worth 0-10 points and it is included in the scale. The other practice quizzes are worth a possible 5 extra credit points each (possible total of 40 additional extra credit points).

**The Grading Scale is as follows:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>945 +</td>
<td>A</td>
</tr>
<tr>
<td>840 to 944</td>
<td>B</td>
</tr>
<tr>
<td>735 to 839</td>
<td>C</td>
</tr>
<tr>
<td>630 to 734</td>
<td>D</td>
</tr>
<tr>
<td>Below 630</td>
<td>F</td>
</tr>
</tbody>
</table>

Your grades will no longer be mailed to you. Grades are available through the touchtone telephone system at 972-613-1818 or online through [http://www.econnect.daccd.edu](http://www.econnect.daccd.edu) Grades are displayed on the Student Advising Report which is available in the Admissions and Student Records Office, T170.

X. **QEP: LEARNING TO LEARN-DEVELOPING LEARNING POWER**

Richland’s Quality Enhance Plan (QEP) provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective lifelong learners empowering success in college and in life.

XI. **DROP POLICY**

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by **December 22,**
2017. Failure to do so will result in your receiving a performance grade, usually an “F”. If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped.

XII. CHANGE OF ADDRESS
If your address changes, you must notify (in person or in writing) the registrar at Richland College. You must also notify the instructor if your email address changes during the semester. THIS IS VERY IMPORTANT.

XIII. INSTITUTION POLICIES
Refer to the Richland College website:
https://alt.richlandcollege.edu/employees/syllabus-institutional-policy-statements/

Kevin Wortley, Richland College
School of Business
All Communications Emailed to: KevinWortley@dcccd.edu
SP18 (Winter 17/18) Semester

SEE BELOW FOR THE INFORMATION PAGE ON ENROLLMENT VERIFICATION.
Information Page for Online Business Law Course BUSI 2301-82489  
2018SP; Please Complete the Information Below For Class Certification and Enrollment.  
Upload in eCampus to TEXT & ACTIVITIES > Orientation > Personal Info Page.

Kevin Wortley, Richland College  
School of Business  
12800 Abrams Road  
Dallas, TX  75243

DUE DATE:  Tuesday, December 12, 2017 (by/before 5PM Central)  
Print clearly—submit in MSWord.

NAME: _________________________________________________________

HOME ADDRESS: ________________________________________________ (Optional)

HOME OR CELL PH#: __________ (REQUIRED) and/or BUSINESS PH#: _________

EMAIL ADDRESS: _____________________________________________ (REQUIRED)  
(PLEASE EMAIL ME IF YOU CHANGE YOUR EMAIL ADDRESS)

PLACE OF EMPLOYMENT & POSITION: ____________________________(Optional)

WERE YOU ENROLLED AT RICHLAND COLLEGE LAST TERM? _________

WHAT IS YOUR MAJOR? __________________________________________

I have read the Course Syllabus and Online Schedule provided for this course.  
I understand the grading elements and criteria for this course.  
I understand the college and course policies regarding communication, reports, testing,  
plagiarism, and use of the facilities. I understand that there will be no makeup tests and all  
work is due when indicated in the syllabus and schedule.  
I further understand that the instructor cannot drop me from this course, and if I  
discontinue participation and do not formally withdraw, I will receive a failing grade, and  
that I am responsible for withdrawing, no matter what the circumstances.

Signed: Typed Signature __________________________ Date: ______________  
(Your Name)

Thank you for enrolling in the Online Business Law Course at Richland College. I will help you  
throughout the semester to be successful in your online learning experience. It is very important  
that you communicate regularly -- preferably by email to KevinWortley@dcccd.edu. Weekly email  
updates will be sent to you. It is very important that you read your weekly emails at least 2-3 times  
or more so that you are up to date.

Kevin Wortley Spring 18 (Winter 17/18) Semester  
COURSE EMAIL: KevinWortley@dcccd.edu