

## **Business Law I - BUS 115 (WS1) – Fall 2017**

Instructor: Carolyn Porter  
Office: Burrell Building, Sylva Campus, Room 218  
Phone: 828-339-4232 or 800-447-4091, ext. 4232  
E-mail: [cporter@southwesterncc.edu](mailto:cporter@southwesterncc.edu)  
Office Hours: <http://www.sccporter.com/schedule/FA2017CPSched.pdf>  
Instructor Site: <http://www.southwesterncc.edu/cporter/>  
Class Site: <http://classroom.southwesterncc.edu/>  
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### **Course Description**

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Credits: 3; Pre-requisites: none. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

### **Course Objectives**

Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. (NCCS Objective)

### **Materials**

**Text:** Essentials of the Legal Environment Today, 5th Edition, Miller, Cengage. ISBN: 9781305262676.

No access codes are required. You may choose purchase an electronic version of this book (or a chapter at a time) from the publisher. You may be able to rent a new or used copy of the text from the SCC bookstore, publisher, or other online booksellers.

### **Computer Requirements:**

This course requires that you have access to a reliable computer and internet connection throughout the course. You will need to have access to, and be able to use, the following software:

1. A web browser (Explorer, Edge, Firefox, Chrome, Safari, etc.)
2. Adobe Acrobat Reader
3. A word processing program (such as Microsoft Word)

Information about the accessibility of these technologies is available here - <http://www.southwesterncc.edu/e-learning/accessibility-privacy-info>.

### **Format:**

Class time will be divided between in-class presentations and projects and out-of-class web-supported activities as needed to meet our objectives. Class meeting times may be adjusted to balance time spent on online tasks, but you should plan to attend class as scheduled.

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### **Studying and Preparation Time:**

The course requires you to spend time preparing and completing assignments. It is reasonable to expect a three-credit course to require 135 hours of student work. As with any college-level course, for each hour spent in the classroom you should plan for 2 to three hours spent working outside the classroom. While each student works at his or her own pace and assignments may differ, you should budget your time to ensure your attendance and complete your other tasks.

### **Grading**

Students will be graded on a 10% scale applied to the total points earned during the semester.

A	90%-100% of Possible Points
B	80%-89%
C	70%-79%
D	60%-69%
F	59% or below

Students will earn points completing the following assignments: review quizzes, exams, essays, and a mock hearing. All points count equally in the un-weighted total points that the 10% scale will be applied to. You may review the points for each assignment in the Assignment folders and by reviewing the gradebook.

Professional writing will be assessed in written assignments and may result in point deductions up to 10% of that assignment grade.

My goal is that your work will be evaluated and feedback and points earned available before the due date of the next assignment, which is usually within one week.

### **Course Policies**

Never Attended – The attendance policy in the SCC Student Handbook states “Any student who has not attended at least one face-to-face class meeting or completed one assignment/activity for an online class by the 10 percent date of the class will be reported by the instructor as “never attended.” A student who has never attended a class by the 10 percent date is no longer enrolled in the class and will not earn credit or receive a tuition refund for the course.” See <https://goo.gl/Hrm9W4>.

Attendance – Students cannot be successful in this course unless they attend and fully participate in class meetings. You are expected to abide by the attendance policy in the SCC Student Handbook. See <https://goo.gl/Hrm9W4>. You may miss three classes without penalty. For each unexcused absence after those three, your final grade percentage will be lowered 5% (half a letter grade).

Late Arrivals – Late arrivals distract other students and the instructor from the course. Further, important announcements are often made at the start of class and may not be repeated. Three late arrivals will count as an absence.

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Withdrawal - Last day for withdrawal from the course is **October 31, 2017**. If you wish to withdraw, please contact your advisor or use the link found here - <http://www.southwesterncc.edu/request-drop-withdraw-distance-learning-courses>. The “W” will not influence the quality point ratio (GPA) for the semester. However, withdrawing from courses could affect a student’s eligibility for financial aid. Students who receive financial aid should always consult the financial aid officer before withdrawing from a course.

Administrative Withdrawal - A student in an online course will be administratively withdrawn following two consecutive weeks in a 16 week term (or one week in shorter academic terms) of missed assignments and lack of communication with the instructor regarding course participation. Consistent with policies establishing attendance in online courses, logging into a course site but failing to perform the aforementioned actions does not constitute attendance. A grade of “WF” will be posted for the course. The last day for Administrative withdrawal is approximately the 85% point of the semester. Tuition refunds or credits will not result from an administrative withdrawal.

Assignments – Late assignments will not be accepted.

Electronics Use – You should not have your computer or other electronic device on unless instructed to do so.

Attention – Students are expected to model professional behavior in the classroom. Behavior during class meetings that distracts your instructor and classmates is unacceptable. Repeated incidents of disruptive behavior may result in your dismissal from the course. You should not be engaged in conversation with others during class presentations. You should not leave the classroom during our class meeting time. Turn off your cell phone ringer before entering the classroom and put your phone in a place where you will not be distracted by incoming messages. If you feel you must leave your cell phone on (vibrate mode only) due to exceptional circumstances (childcare, family illness, etc), let me know privately before class and we will discuss your options. You should leave the main college number (828-339-4000 or 800-447-4091) with anyone who may need to contact you in an emergency during class time.

Classroom – You should not bring food into the classroom.

Professional Writing – All e-mail, texts, and assignments related to this course should demonstrate college-level writing abilities. A specified point value or up to 10 percent of the point value of any assignment will be deducted for writing errors. Resources for help with writing skills are listed in Course Information.

Academic Integrity - Our class will abide by the policies for academic integrity described in the SCC Student Handbook. You are each responsible for knowing the policy. If you violate the policy, you will fail the course.

Need for Assistance - If you have questions or concerns, please let me know. My office hours are posted in Faculty Information. You are welcome to stop by my office anytime during office hours, but I recommend e-mailing me to schedule an appointment to be sure I will be available. On weekdays, my goal is to reply to e-mails within 24 hours. My goal is to reply to e-mail received over the weekend or holidays during the next business day.

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Special Needs - Southwestern Community College is committed to providing equal access to educational opportunities for students with documented disabilities (physical or mental impairments that substantially limit one or more major life activity). Students needing reasonable accommodations must identify themselves as having a disability and provide current diagnostic documentation to the Student Disability Services Office. Contact Tonya Bassé, Student Disability Services Coordinator (Oaks Hall G-15, 828.339.4326, t\_basse@southwesterncc.edu).

*Please Note - I reserve the right to modify this syllabus as is necessary to meet our course objectives.*