

Course Master Syllabus
Business Law / Commercial – BUSG 2317 (D/L)
(Note: The actual syllabus will vary depending upon the Instructor)

I. Course Description / Prerequisites:

The relationships of law and business as they relate to commercial transactions. **The student must attend an in-person orientation to take this course. Business Law I (BUSI 2301) is not a prerequisite for this course.**

II. Course Rationale / Objectives:

The course is designed to provide the student with in-depth information concerning our system of law and its impact upon the day-to-day operations of businesses and business-related transactions.

III. Student Learning Outcomes:

- A. Course-Level Student Learning Outcomes: The Student will display a comprehensive understanding of fundamental legal terms and concepts in sales, contracts, corporations, partnerships, agency, creditors' rights, bankruptcy, and commercial paper; and will identify rights, duties, and obligations in areas of sales, contracts, corporations, partnerships, agency, creditors' rights, accountant's liability, bankruptcy, and commercial paper.
- B. Program-Level Student Learning Outcomes:
 - (1) .
 - (2) .
 - (3) .
 - (4) .
 - (5) .
- C. SCANS Competencies: The SCANS Competencies that will be developed in this Course are listed on Exhibit A.

V. Instructional Methodology:

This course will be taught via the textbook and Blackboard (see Course Calendar). Students will be expected to have absorbed the assigned material prior to taking each exam. Students should answer the questions posted by the instructor on Blackboard as preparation for taking the exams. The instructor encourages students to call the instructor when assigned material is unclear to the student and explanation is needed.

VI. Course Evaluation System:

- A. There will be four exams (see Course Calendar), noncomprehensive, which will be weighted as follows:
 - Exam #1 - 20 points
 - Exam #2 - 100 points
 - Exam #3 - 100 points
 - Exam #4 – 80 points
- B. Total course points will be 300 points.

- C. The final letter grade in the course will be based upon the total points received of the total available points, as follows:
- A = 270-300 points
 - B = 240-269 points
 - C = 210-239 points
 - D = 180-209 points
 - F = 0-179 points
- D. No make-up or re-take of any exam will be allowed in the course.

VII. Course Policies:

A. Course Requirements:

- (1). Read through the chapter assignments in the text three to four times for each exam. Allow time in between readings.
- (2). Contact your instructor if you have read and reread a subject and need assistance with that particular area.
- (3). Take the four exams no later than their due dates during the semester. Avoid the last day to take an exam since testing centers are often crowded on that date and if you don't take an exam by the last day, even if it's because the testing center was too busy you will lose points or receive a "0" on that exam. Be sure to use the old green Scantron forms for exams. ***Do not write on the test paper.***
- (4). Keep the instructor informed when assistance is needed and if there is a change in your phone number or address or when you anticipate any change in your status regarding this course.
- (5). Check your ACC gmail account at least daily.
- (6). Check the Blackboard Discussion Board at least weekly. You should feel free to begin or reply to discussion threads relevant to the course. (See c. "Extra Credit").

B. Examinations:

Students must take four examinations during the semester. The first exam will consist of 15 objective and 1 essay question. The second and third exams will consist of 40 - 45 objective questions and 1 or 2 essay questions. The fourth exam will be 40 objective questions. The examinations will be based upon the material in the textbook. Each of the first three exams must be taken by the last day scheduled for it's taking or the student's grade on the exam will be reduced by one letter grade for each day late that the exam is taken. Failure to take the fourth exam on time, however, will result in a zero on the exam. There will be no make-up tests or re-takes of examinations.

C. Extra Credit:

- (1) Students who take exam 2; 3; and/or 4 on the Friday before the Last Exam Date for that exam, or earlier, will receive five additional points on that exam (½ letter grade).
- (2) Students may post on the Discussion Board, a summary paragraph about a newspaper article on a legal subject relevant to the assigned readings and receive up to an additional 10 points extra credit (once only) by meeting the following criteria:
 - (a) The post must concern an article that has not previously been the subject of another student's post. (The first posting gets the extra credit).
 - (b) Go to the Discussion Board and click on "New Thread."

- (c) The article must be from a true online newspaper (not a blog), or the Austin American Statesman. Be sure to cite the source and date of the article (the date must be during the semester). If it is an online article, you must include a link and make certain that the link is functional and doesn't require registration.
- (d) Write a summary paragraph about the article in the text box. Do not copy the article's language. Use good grammar and spelling.
- (e) Cite the textbook page in the assigned reading that makes the article relevant. Pose two legal questions about the article as discussion starters. Place your full name at the end of the post.
- (f) Click "Post." (The Post must be made **no later than** the day after the last day to take the 3rd exam)

D. Testing Procedure

Examinations will be taken at the ACC testing centers at either, Cypress Creek, Pinnacle, Riverside, Rio Grande, Eastview, South Austin, Northridge, Round Rock, San Marcos, or Fredericksburg campuses. Students should become familiar with testing center rules and should confirm in advance, the times that the testing center will be open. The objective portion of exams will be taken on the green Scan-tron answer forms and any student taking an exam must know the information, which is required at the top of the form, in order to make sure that the test results get to the instructor:

INSTRUCTOR- DUANE CROWLEY - Rio Grande Campus
SUBJECT- BUSI 2301 Open Campus, SEC.#?
UNIT- WHICH EXAM?-#1, #2, #3, #4
STUDENT'S NAME
STUDENT'S ACC ID #

It is the student's responsibility to make sure that the correct exam is taken and the correct Scantron form used. Use of the incorrect Scantron form or writing on the exam will result in the loss of one letter grade on that exam. The exams will be sent to the instructor who will grade the objective portions and any essay or short answer questions and record the student's total score on the exam. Grades will be posted on Blackboard. The instructor will send an email to students, immediately after the grades have been posted on Blackboard, advising students that grades have been posted. Grades will normally be posted on the Tuesday one week after the last day for taking the exam.

E. Withdrawal.

Do not depend on the instructor to withdraw you from the course, although the instructor has the option to do so if you fail to exhibit scheduled or appropriate progress in the course. Any student who doesn't attend one of the regularly scheduled orientations, may be withdrawn by the instructor.

It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students who enroll for the third or subsequent time in a course taken after the fall semester, 2002, may be charged a higher tuition rate, for that course.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

F. Incomplete

An “Incomplete” will not be granted in this course unless the student has a grade of “C” or better on the first three exams, and a demonstrable emergency. An incomplete grade cannot be carried beyond the date established by the instructor and cannot in any event be carried later than the last withdrawal date the following semester.

G. Scholastic Dishonesty

A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an “F” in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/current/needtoknow>

H. Academic Freedom

Each student is expected to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be differing viewpoints. Students may not only disagree with each other on occasion, but the students and instructor may also find that they have disparate views. It is expected that these differences will enhance the class and create an atmosphere where students and instructor alike will be encouraged to think and learn. Accordingly, rest assured that no student’s grade will be adversely affected by any beliefs or ideas expressed in class.

I. Student Discipline

In the event, a student acts in such a way as to significantly interfere with or disrupt the learning atmosphere of the classroom, the instructor may direct the student to leave the class and may take other measures as appropriate. See the ACC Student Handbook on the web: <http://www.austincc.edu/handbook/>

J. Office of Students with Disabilities

Each ACC campus offers support services for students with documented disabilities.

Students with disabilities who need classroom, academic or other accommodations must request them through the Office for Students with Disabilities (OSD). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from OSD for this course must provide the instructor with the 'Notice of Approved Accommodations' from OSD before accommodations will be provided. Arrangements for academic accommodations can only be made after the instructor receives the 'Notice of Approved Accommodations' from the student.

Students with approved accommodations are encouraged to submit the 'Notice of Approved Accommodations' to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations.

Additional information about the Office for Students with Disabilities is available at <http://www.austincc.edu/support/osd/>

K. Course Calendar

The Course Calendar is a separate document which will be provided with this syllabus.

L. Testing Center

General use of the testing center is not available to students in this course; however, students using the Academic Testing Center must govern themselves according to the Student Guide for Use of ACC Testing Centers and should read the entire guide before going to take the exam. To request an exam, one must have:

- **ACC Photo ID**
- Course Abbreviation (e.g., LGLA)
- Course Number (e.g., 1311)
- Course Synonym (e.g., 10123)
- Course Section (e.g., 005)
- Instructor's Name

Do NOT bring cell phones to the Testing Center. Having your cell phone in the testing room, **regardless of whether it is on or off**, will revoke your testing privileges for the remainder of the semester. ACC Testing Center policies can be found at <http://www.austincc.edu/testctr/>

M. Student and Instructional Services

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at: <http://www.austincc.edu/s4/>

Links to many student services and other information can be found at:

<http://www.austincc.edu/current/>

Tutoring is not available for this course; however, ACC Learning Labs do provide free tutoring services to all ACC students currently enrolled in a course that provides tutoring.

The tutor schedule for each Learning Lab may be found at:

<http://www.austincc.edu/tutor/students/tutoring.php>

For help setting up your ACCeID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.

N. Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at <http://www.austincc.edu/accmail/index.php>

O. Safety Statement

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at <http://www.austincc.edu/ehs>. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at <http://www.austincc.edu/emergency/>. Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

LEGAL DISCLAIMER

Everything that is discussed with the instructor is strictly for educational purposes only. The instructor will not and does not provide legal advice to any student. Nor shall any comments from the instructor be considered legal advice.

BUSINESS LAW / COMMERCIAL – BUSG 2317

SCANS Competencies

Students in this Course will be expected to use or achieve the following Competencies

Resources

- 1.1. Allocates Time: Allocates time between coursework/work/family/friends.

Information

- 3.1. Acquires and Evaluates Information: Extracts crucial legal issues from the text.
- 3.2. Organizes and Maintains Information: Takes notes on assigned material for use in studies.
- 3.3. Interprets and Communicates Information: Evaluates assigned material and explains it in essays.
- 3.4. Uses Computers to Process Information: Employs computers to process course notes.

Technology

- 5.2. Applies Technology to Task: Understands the overall intent and the proper procedures for setting up and using computers and their programs.

Basic Skills

- 6.1. Reading: Locates, understands, and interprets written information in the text and assigned materials.
- 6.2. Writing: Communicates thoughts, ideas, information, and messages effectively in writing.
- 6.5. Listening: Receives, attends to, interprets, and responds to verbal messages during lectures.

Thinking Skills

- 7.1. Creative Thinking: Uses imagination freely, combines ideas in new ways, when discussing hypothetical problems.
- 7.2. Decision Making: Chooses the best alternative in multiple choice questions.
- 7.3. Problem Solving: Recognizes the problems in hypothetical situations and identifies possible solutions.
- 7.5. Knowing How to Learn: Finds the important information in lectures and texts and consolidates the information into a useable format.

7.6. Reasoning: Identifies the crucial legal issues and recognizes the potential application of the rule in the case to other cases with similar facts and circumstances.

Personal Qualities

8.1. Responsibility. Exerts a high level of effort and perseverance in effectively preparing for exams.

8.4. Self-Management: Motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and non-defensively, is a "self-starter."

8.5. Integrity/Honesty: Can be trusted to accomplish her/his own work without excessive involvement of other students.