



INSTRUCTIONAL PACKAGE

BUS 121

Business Law I

AY 2019-2020

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: AY 2019-2020

COURSE PREFIX: BUS 121

COURSE TITLE: Business Law I

CONTACT HOURS: 3

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

To familiarize the student with the laws relating to formation and enforcement of contractual relationships and other areas of law governing commercial business transactions.

COURSE DESCRIPTION:

This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

PREREQUISITES/CO-REQUISITES:

(Credit level BUS 101 Minimum Grade of C or Credit level BUS 101 Minimum Grade of TC) or (Credit level HOS 140 Minimum Grade of C or Credit level HOS 140 Minimum Grade of TC) and (On-Line Orientation 1)

***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Module #1

Materials Covered: Chapters 1 through 6

***Assessment(s):** Written Assignment, Unit Quiz

Learning Outcomes:

1. Define the UCC and its purpose.
2. Define the sources of law in the United States.
3. Compare and contrast morals, ethics and values.
4. Define "Sarbanes-Oxley" statute.
5. Compare the differences between a tort and a crime.
6. Define libel and slander, explaining the main difference.
7. Recognize the defenses to Defamation.
8. Define negligence and evaluate the various types.
9. Define the types of crimes in the business world (a/k/a white collar crime)
10. Discuss the main provisions of the Commerce clause, Full Faith and Credit clause and the Supremacy clause.
11. List and provide the functions of administrative agencies.

Define the rights given under the First Amendment of the US Constitution

Module #2

Materials Covered: Chapters 7-9; Chapter 10 pp. 152-157 (stop @ 10.4) & pp. 158-159 (stop @ 10.6); Chapter 11-13; Chapter 14 pp. 214-221 (stop @ 14.7); and Chapter 15 pp. 230-239 (stop @ 15.9)

***Assessment(s):** Written Assignment, Unit Quiz

Learning Outcomes:

1. Define the six elements of an enforceable contract.
2. Explain and provide examples of the requirements for a valid offer and acceptance.
3. Explain the difference between a contract of adhesion and an unconscionable contract.
4. List and give examples of valid consideration types.

5. Explain what is meant by contractual capacity and how a competent person is defined.
6. Give four examples of when contracts can legally restrain trade.
7. Define proper contract form requirements, including when contracts can be oral or in writing or must be in writing.
8. List two ways third parties can be affected by a contract and define each.
9. Define the seven ways that a contract can be terminated.

Module #3

Materials Covered: Chapter 16; Chapter 17, pgs. 266-273; Chapter 18, pgs. 286-292; Chapter 19-20.

***Assessment(s):** Written Assignment, Unit Quiz

Learning Outcomes:

1. Describe how title passes and discuss how bills of sale, lading and warehouse receipts are involved in the process.
2. Discuss sales by people with possession but not title to goods.
3. Distinguish between a contract for sale and a contract to sell.
4. Define warranty and discuss the two (2) warranty types recognized by the UCC.
5. Discuss how an agency may be created.
6. Describe the three (3) ways an agent has authority to act.
7. Give four (4) examples of not-for-profit organizations.
8. Compare and contrast the advantages and disadvantages of the four (4) main business structures.

Module #4

Materials Covered: Chapters 22-26; and Chapters 29-30

***Assessment(s):** Written Assignment, Unit Quiz

Learning Outcomes:

1. Discuss the essentials and non-essentials for negotiability of commercial paper.
2. List commercial paper characteristics and distinguish commercial paper from other contractual forms.
3. State four (4) holder in due course requirements.
4. Explain when commercial paper is legally presented.
5. Discuss real property characteristics.
6. Distinguish between real and personal property.
7. Define bailment, giving examples.
8. Explain how liability is determined and who is likely to be found liable between the landlord and the tenant.
9. Explain how Federal Trade Commission protects consumers from deception in online advertising.

Module #5

Materials Covered: Chapters 32-33; 35-37

***Assessment(s):** Written Assignment, Unit Quiz, Course Capstone

Learning Outcomes:

1. Explain the Doctrine of at will employment.
2. Identify at least eight (8) typical policies contained in an employee handbook.
3. Discuss both federal and state laws that protect employees, including but not limited to, Workers Compensation and Occupational Safety and Health Act (OSHA).
4. Discuss an employee's right to medical leave and unemployment compensation.
5. Define the characteristics of a "professional".
6. Distinguish between malpractice of professionals and other forms of negligence by non-professionals.
7. Define international law, listing its main sources.
8. State how trade sanctions and embargoes, export and import controls and boycotts are utilized by governments to achieve economic and political ends.
9. Describe how the government regulates businesses in relation to the environment.
10. Identify at least four (4) types of pollution that we face as a society. |

****Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.***

General Education Outcomes

This course fulfills the following General Education Outcomes through the (Law Case Study/Capstone Project). Upon completion of this course, students will be able to:

- Communicate effectively;
- Think critically;
- Self and professional development

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Tests	%
Assignments	%
Papers/Plans	%

Projects/Portfolios	%
Class Participation	%
Final Exam	%
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

GRADING SYSTEM:

The Business Department has a seven day grading policy. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean’s approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor’s Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455 or go to the [Online Resource Center](#) to access on-demand resources any time.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu. Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

Title IX Requirements

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

<p>Inquiries regarding the non-discrimination policies:</p>	
<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.</p>
<p>Dr. Melissa Batten, VP Student Affairs <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu</p>	<p>Jacquelyne Snyder, VP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu</p>