



BUS 241/242, Business Law I and II
Elite Learning, Fall 2018/Spring 2019
Supporting Colleges: MECC SVCC WCC VHCC

Southwest Virginia Education and Training Network

Contact Information

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E-mail: The best way to reach us is by sending a message within your Moodle course; however, our email addresses are adam@adamtolbert.com and dstafford@swcenter.edu. Email should only be used as a last resort. Students should expect to receive message responses within 48 hours. Messages will post under your course announcements, so be sure to read the announcements!

Asynchronous Online Course via Moodle: <http://elite.mrooms3.net>

Course (Catalog) Description

VCCS Master Course Description:

BUS 241 - Develops a basic understanding of the U.S. business legal environment. Introduces property and contract law, agency and partnership liability, and government regulatory law. Students will be able to apply these legal principles to landlord/tenant disputes, consumer rights issues, employment relationships, and other business transactions. 3 credits

BUS 242 - Focuses on business organization and dissolution, bankruptcy and Uniform Commercial Code. Introduces international law and the emerging fields of E-Commerce and Internet Law. 3 credits

Students that successfully complete this course will earn 1 high school credit, 3 hours of college credit for Business Law I (BUS 241) and 3 college credits for Business Law II (BUS 242) as well have a basic overview of the legal system affecting businesses and related topics.

Course Materials

No textbook is required. All online resources will be used.

Time & Location of Class Meeting:

This course is asynchronous, which means you will be able to access your course material at any time of the day or night. You should have a specific time in the day that you will be assigned to work on your assignments for this course. It is critical to log into your course on a daily basis.

Technology Requirement:

Students will be required to complete and submit assignments by using Moodle, the learning management system for Elite Learning. The course can be accessed at www.svetn.org.

Students will need use of the Internet for all coursework. Access to Microsoft Word and PowerPoint are also required.

Technical Support:

Technical problems are not common but occur from time-to-time. To receive prompt support, students must submit a trouble ticket by going to www.svetn.org and then selecting the Contact tab. The trouble ticket form will be distributed to the informational support team. You should receive a response within 24 hours (usually much sooner). After you have submitted the trouble ticket, please send me an email or message to let me know what problems you are having.

Course Mission:

In this class: 1) everyone should feel they can work and learn in a safe and caring environment; 2) everyone learns about, understands, appreciates, and respects varied differences among us; 3) everyone matters; 4) all individuals are to be respected and treated with dignity and civility at all times; and 5) everyone shares the responsibility for making our class, and the college, a positive and better place to work and learn.

Course Learning Outcomes/Objectives

Students will be introduced to key legal concepts and how this environment may impact the operations of businesses in the U.S. They will see how managers may first identify potential issues that could adversely affect company results, or possibly provide an opportunity for a beneficial outcome, and then take the necessary actions. The focus of the class will be a “businessperson’s” approach rather than on legal research. Students will become aware of the many areas which could create the possibility for extensive legal interaction between companies, governmental bodies and stakeholders such as customers, employees and other affected parties.

They will gain an awareness and understanding of the key regulations that face business today. Students will be expected to enhance their critical thinking skills and defend their position as they develop stronger analytical skills as they review important cases. They will begin to understand the influence of ethics, personal and societal values and cultures on the current legal system.

Students will be able to

- Identify the need for laws
- Compare federal, state, and local court systems and show their relationship
- Identify rights and responsibilities of minors
- Identify essential elements of a contract
- Identify laws that afford consumer protection
- Distinguish between civil law and criminal law
- Identify common crimes
- Describe common torts
- Describe rights and responsibilities of employees and employers
- Describe ways working adults and minors are protected by the law
- Identify career opportunities in the legal profession

Method of Evaluating Student Achievement

Grading Policy & Scale

This course will be graded on a ten-point scale:

100-90 % = A 89-80 % = B 79-70 % = C 69-60 % = D 59 % or less = F

All grades will be reported by SVETN to each school with a numeric grade and a recommended letter, but assignment of a final letter grade will be at the discretion of the student's school.

Grades will be distributed as follows for Business Law I:

- Discussion—15%
- Court Cases—20%
- Quizzes—10%
- Other Assignments—45%
- Paper (1)—10%

Grades will be distributed as follows for Business Law II:

- Assignments—80%
- Papers (2)—20% (Secret Service Slip-Up will count once, Career Research will count twice)

Individual assignments will explain how grades are determined.

Students should expect to receive feedback from the instructor on all discussion board posts within 48 hours. Because it takes much longer to grade papers, you can expect feedback within 7 days of your submission (usually sooner).

Teaching Methods:

The teacher will provide introductory information including PowerPoint presentations and outlines. For each chapter, students will be required to read each chapter as a way to complete assignments.

Chapters may consist of a discussion item, internet assignments, and court case analyses. Various other assignments will be used as well. There will be a quiz for most chapters.

Career research topics will be required with a major career project due at the end of this course. Two research papers will also be required for the duration of the course. Paper One—Notorious Criminal research; Paper Two—Secret Service department critique.

Tips for Success:

- Make sure you read through this entire document. There is useful information here.
- Stay on task by printing off your assignment sheets and keeping them in a notebook with a calendar.
- Plan ahead, and do not procrastinate. The dual enrollment classes are college classes. An asynchronous class requires discipline. If you are not self-disciplined in your studies, then you need to rethink your decision to take this class.
- You must stay focused and keep a steady pace, or you will fall behind.

Late Work Policy:

This is a rigorous college course which requires disciplined work habits and the meeting of deadlines. Due dates are located on the calendar and throughout the course. You should give yourself plenty of time on assignments and don't wait until the last minute. I will not extend deadlines unless I am contacted by your school with an approved excuse such as extended illness, death in the family, etc. I will not reopen an assignment after it has closed. Plan accordingly if you

will be out of school on trips. Students should expect to spend a minimum of 90 minutes per day of class activities. If students are unable to complete assignments during their assigned class period, they will still be responsible for completion of all assignments on their own computers. Remember that this work can be viewed from any computer with the Internet; therefore, students should speak with their guidance counselor to find an appropriate location within the school to work. Email the teacher if problems occur so they can be handled on a one-on-one basis.

Attendance Policy:

Because this is an Internet based course, there is not a scheduled time set for your coursework. Each student must be dedicated to completing assignment independently. The student will be required to log in to this course on a regular basis, which will be checked by the teacher. The school and/or parents will be notified if a student has not logged into their course for a three day period. Contacts will also be made if a student is logging into their course with only a minimum amount of work each day. Expect no less than 60-90 minutes of work each day.

At least once every school day, you are required to log on to MOODLE and perform three tasks:

1. Check your inbox for new messages.
2. Check for new course announcements under "Latest News."
3. Check the calendar under "Upcoming Events," to see what work is due.

You should then proceed to work on the assignments within the current unit.

Elite Learning Inclement Weather Policy:

Asynchronous online courses have many advantages over the traditional classroom. Among those advantages are the availability of the instructor, the opportunity to "attend" class from many locations, the flexibility of schedule, and no make-up days due to snow. To provide the required amount of "seat-time" for students, Elite Learning instructors will continue to present class material and require assignment submissions. When some schools are temporarily closed, it is necessary to require a continuation of assigned work even if students are absent from school due to weather. It is the responsibility of the student to access the class via Internet during this type of absence. Students without Internet access beyond school hours will need to discuss this with their instructor at the beginning of the semester.

Students with Disabilities:

Students who participate in this class are also high school students. Each high school has resources available for students with disabilities (IEP). Please contact the guidance counselor at your school to request academic accommodations. Each community college also has the Office of Student Services, which may be able to provide additional services. A representative from your school (guidance counselor) may make a request for services at the college. That office will evaluate the request and make recommendations for appropriate and reasonable accommodations, which the student will provide to the instructor. Please contact your guidance counselor or SVETN for more information.

Emergency Policy:

Follow all emergency policies for your home school.

Academic Integrity:

Each student will be bound by the academic codes of their school. Any violations will be reported to the student's school for appropriate disciplinary action. Cheating will not be tolerated. Because these

courses are considered college courses, each student is considered a responsible adult. It is assumed that students will maintain standards of conduct appropriate to membership in Elite Learning as well as the community college. Emphasis is placed on standards of student conduct rather than on limits or restrictions. Guidelines and regulations governing student conduct are developed by the Elite Learning faculty, staff, and administration. More detailed information is found in the *Elite Learning Student Guide*.

It is critical that all students read the Elite Learning Guide for Students. This guide is located at www.svetn.org as well as within your course. Course syllabus and schedule is subject to change at the discretion of the instructor.