

**NEOSHO COUNTY COMMUNITY COLLEGE  
MASTER COURSE SYLLABUS**

**COURSE IDENTIFICATION**

Course Code/Number: BUSI 114

Course Title: Business Law

Division:  Applied Science (AS)  Liberal Arts (LA)  Workforce Development (WD)  
 Health Care (HC)  Lifetime Learning (LL)  Nursing  Developmental

Credit Hour(s): Three (3)

Effective Date: Fall 2013

Assessment Goal Per Outcome: 70%

**COURSE DESCRIPTION**

This course is concerned with basic principles of business law as applied to contracts, commercial paper, agency, and employment.

**MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES**

None

**TEXTS**

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

**GENERAL EDUCATION OUTCOMES**

1. Practice Responsible Citizenship through:
  - identifying rights and responsibilities of citizenship,
  - identifying how human values and perceptions affect and are affected by social diversity,
  - identifying and interpreting artistic expression.

2. Live a healthy lifestyle (physical, intellectual, social) through:
  - listing factors associated with a healthy lifestyle and lifetime fitness,
  - identifying the importance of lifetime learning,
  - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
  - developing effective written communication skills,
  - developing effective oral communication and listening skills.
4. Think analytically through:
  - utilizing quantitative information in problem solving,
  - utilizing the principles of systematic inquiry,
  - utilizing various information resources including technology for research and data collection.

### **COURSE OUTCOMES/COMPETENCIES (as Required)**

At the end of this course, the student should be able to do the following:

#### **Outcome 1: Define the nature of law in the U.S. and describe methods of dispute resolution.**

##### **Competencies:**

1. Explain what is generally meant by the term *law*.
2. Describe the origins and importance of the common law tradition.
3. Identify the four major sources of American law.
4. Identify the constitutional basis for the regulatory power of the federal government.
5. Summarize the fundamental rights protected by the First Amendment.
6. Explain the relationship between the law and ethics.
7. Identify the various groups to whom corporations are perceived to owe duties.
8. Discuss some of the difficulties involved in measuring corporate social responsibility.
9. Explain the concepts of jurisdiction and venue.
10. State the requirements for federal jurisdiction.
11. Identify the basic components of the federal and state court systems.
12. Compare the contrast the functions of trial courts and appellate courts.
13. Discuss the various ways in which disputes can be resolved outside the court system.

#### **Outcome 2: Discuss the basic principles of civil law and criminal law.**

##### **Competencies:**

14. State the purpose of tort law.
15. Identify some intentional torts against persons and property.
16. Name the four elements of negligence.
17. Define strict liability, and list some circumstances in which it will be applied.
18. Explain the difference between criminal offenses and other types of wrongful conduct.
19. Indicate the essential elements of criminal liability.
20. Identify and define the crimes that affect business.
21. Summarize the defenses to criminal liability.
22. Give examples of laws that can be applied to criminal and tortious acts in cyberspace.

**Outcome 3: List and define the requirements for enforceable contracts.**

**Competencies:**

23. Define the term *contract*.
24. List the basic elements that are required for contract formation.
25. Identify the various types of contracts.
26. State the requirements of an offer.
27. Describe how an offer can be accepted.
28. List and define the elements of consideration.
29. Explain contractual capacity and list three situations in which it is lacking.
30. Explain the effects of an illegal contract.
31. Define genuineness of assent.
32. Describe fraudulent misrepresentation and its elements.
33. Identify the types of contracts that must be in writing to be enforceable.
34. Identify noncontracting parties who have rights under a contract.
35. Discuss assignment of contract rights.
36. Indicate when a breach of contract occurs.
37. Define the different types of damages that may be obtainable on the breach of a contract.

**Outcome 4: List the requirements and explain the law pertaining to negotiable instruments.**

**Competencies:**

38. Identify the four types of negotiable instruments.
39. Summarize the requirements that must be met for an instrument to be negotiable.
40. Explain the process of negotiation.
41. Summarize the requirements for holder in due course status.
42. Indicate the criterion for liability on a negotiable instrument.
43. Outline a bank's responsibilities regarding stale checks, stop-payment orders, and forged or altered checks.

**Outcome 5: Describe the nature of the agency relationship.**

**Competencies:**

44. Describe the difference between an employee and an independent contractor.
45. List duties that agents and principals owe to each other.
46. Explain situations in which a principal is liable for the agent's actions.
47. Explain situations in which an agent is liable.

**MINIMUM COURSE CONTENT**

The following topics must be included in this course. Additional topics may also be included.

- I. The Legal Environment of Business
  - A. The Historical and Constitutional Foundations
  - B. Ethics and Social Responsibility
  - C. Traditional and Online Dispute Resolution
  
- II. Torts and Crimes
  - A. Torts, Intellectual Property, and Internet Law
  - B. Criminal Law

- III. Contracts
  - A. Nature, Classification, Agreement and Consideration
  - B. Capacity, Legality, Assent, and Form
  - C. Third Party Rights, Discharge, Breach, and Remedies
- IV. Negotiable Instruments
- V. Agency and Employment

**STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

INSTRUCTIONAL METHODS

1. Explanation by the instructor of the basic concepts, principles, and laws.
2. Discussion of the text material, questions, and case problems in each unit.
3. Discussion of various court cases.
4. Small group analyses of case problems and court cases.

STUDENT REQUIREMENTS

1. Daily assignments will consist of reading the text material and answering the questions and case problems at the end of each chapter. Some assignments may involve use of the Internet.
2. Case analyses will be written and handed in for a grade on both an individual and group basis.
2. Quizzes may be given periodically.
3. Five to seven regular examinations plus the final examination will be administered throughout the course. If an examination must be missed, the instructor should be notified in advance so that arrangements can be made for a make-up test.
4. Late assignments will result in a deduction of points.
5. The course grade will be determined as follows:

Daily assignments	20%
Exams	<u>80%</u>
	<u>100%</u>

## **GRADING SCALE**

The grading scale will be as follows:

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

Less Than 60% = F

## **ASSESSMENT OF STUDENT GAIN**

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

Pre-assessment ideally begins during the advisement and enrollment process prior to the beginning of the course where the advisor and student determine through the interview process the level of placement for the student. During the period of the first two weeks of a normal semester, each student will be observed and/or interviewed and initial papers produced will be examined to determine needed competency development throughout the course. Post-assessment to determine gain in competency will be measured.

### **Attendance Policy**

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in

advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

## **ACADEMIC INTEGRITY**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

## **ELECTRONIC DEVICE POLICY**

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

## **NOTE**

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

## **ACCOMMODATIONS**

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

## **NON-DISCRIMINATION POLICY**

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

## **SEXUAL MISCONDUCT POLICY (TITLE IX)**

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

## **COURSE NOTES**

### **VOCATIONAL/CAREER COURSE DOCUMENTATION**

This course is one course from the approved program in Vocational Business/Office Education. It is taken by those who wish to gain an understanding of business law, as well as those in transfer programs.

### **ADVISORY COUNCIL INVOLVEMENT**

The Business/Office Education program maintains a Board of Reference for this vocational component. The coordinator communicates with the Board on a regular basis concerning issues or problems that occur and meets with the group one or two times each year.