



**Business Center of Excellence  
Business Management Department**

<https://www.hccs.edu/programs/areas-of-study/business/business/>

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**BUSG: 2305 Business Law/Contracts  
Online-DE | #16833**

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)

Online - DE

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor: Prof. Rodney A. Brown, Esq. Office Phone: 281-974-3538  
Office Hours: By Appt. Only  
HCC Email: rodney.brown@hccs.edu Office Location: 13201 NW Fwy., Ste 702,  
Houston, Texas 77040

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

**Instructor's Preferred Method of Contact**

Always use your HCC Email to contact me. I prefer to be contacted via Canvas email. I will respond to emails within 24 to 36 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

**What's Exciting About This Course**

- Business law touches on many areas of our lives, making it an exciting and versatile course.
- A career in business law can take many different forms. Indeed.com reports that there are thousands of search results for business law and, with many different positions offering great salaries in business law.
- This course makes you both a better entrepreneur as well as a better consumer. Knowing the law behind contracts, goods and services gives you an advantage.

## **My Personal Welcome**

Beyond your hard work and intelligence, there are two keys to a successful experience in this online course: first, you must keep up with the work. Self-discipline is the key. Set up a schedule and stick with it. Second, ASK QUESTIONS. I try to anticipate and provide good information, but there will be things that you are not sure you understand about an assignment or some other matter. DO NOT HESITATE TO ASK ME ABOUT IT. I am here to help you through this course. I do not want you to become misdirected or frustrated because you do not understand something. My contact information is listed above or you may send me a quick text or email. My office hours are by appointment only. But do not wait to call if you have a question.

Good luck!- Prof. Brown

## **Prerequisites and/or Co-Requisites**

BUSG 2305 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. The minimum requirements for enrollment in BUSG 2305 include placement in college-level reading. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## **Eagle Online Canvas Learning Management System**

This class is a distance-education class using [Eagle Online Canvas](#) (<https://eagleonline.hccs.edu>). All assignments will be posted in Canvas. You can keep track of your progress, make sure that completed assignments have been received and compute your current grade. For multiple-choice questions, your scores will be automatically calculated in Canvas. For essay and other questions, you will be graded according to the rubric included with the assignment. Each student must maintain internet access throughout this course. Additionally, students are expected to maintain a state of technical compliance, including (but not limited to) the following: up-to-date software as required by the instructor, a stable Internet connection. The instructor is not required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance or end-user technical issues. Failure to maintain internet access shall not constitute a valid excuse for missed work. Any student who cannot keep up with the coursework due to a lack of a computer or internet access must drop the course. Any student found to have quit logging in (two weeks during a regular term) and whom the Professor is unable to contact is subject to being dropped without further warning, resulting in either a

"W" or a "FX" grade, depending upon the time of the term at which the behavior is noted

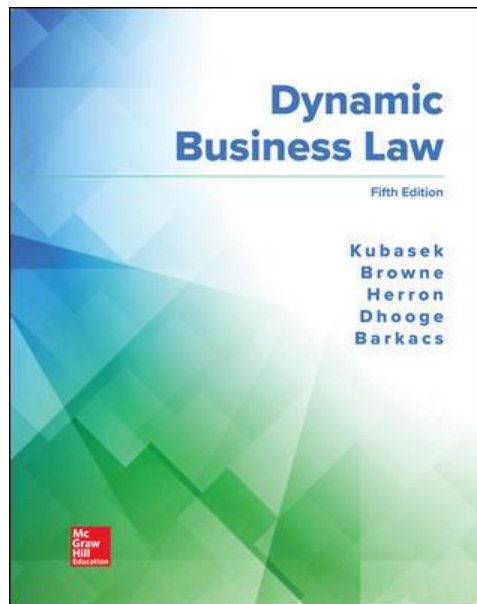
HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE [FIREFOX](#) OR [CHROME](#) AS YOUR BROWSER.**

### **HCC Online Information and Policies**

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

## Instructional Materials

### Textbook Information



The textbook listed below is **required** for this course.

***"Dynamic Business Law with Connect Plus Access Card"***  
(5<sup>th</sup> edition) by

**Kubasek** (McGraw Hill)

**ISBN: 9781260247893**

Connect Access Code is included in a package that contains the text as well as an access code and are found at the [HCC Bookstore](#). You may either use a hard copy of the book or rent/buy the e-book from McGraw Hill. Order your book here: [HCC Bookstore](#)

### Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for fourteen days:

<https://connect.mheducation.com/class/r-brown-crn-16833-fall-2019-mon-6p-850p>

### Other Instructional Resources

#### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC

personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

### **Libraries**

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

### **Supplementary Instruction**

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## **Course Overview**

BUSG 2305 (Business Law/Contracts) covers principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

### **Program Student Learning Outcomes (PSLOs)**

1. Identify essential management skills necessary for career success.
2. Describe the relationships of social responsibility, ethics, and law in business.
3. Construct a business plan.
4. Examine the role of strategic human resource planning in support of organizational mission and objectives.

### **Course Student Learning Outcomes (CSLOs)**

Upon completion of BUSG 2305, the student will be able to:

1. Define fundamental legal terminology regarding contracts, torts, property, and wills
2. Differentiate between business ethics and legal issues
3. Explain required elements of torts
4. Explain required elements of contracts and
5. Explain various consumer laws as applies to business and individuals.

### **Learning Objectives for Each CSLO Above**

- 1.1 Students will study contract, tort, and property law.
- 2.1 Students will read and analyze case studies to determine ethical vs. legal issues.
- 3.1 Students will read and analyze tort cases.
- 4.1 Students will read and analyze contract cases.
- 5.1 Students will study consumer laws and issues.

## Student Success

Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

### Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## **Assignments, Exams, and Activities**

All assignments will be included in Canvas for your completion.

### **Smart Book (SB) Assignments/Discussions**

Smart Book Assignments and Discussion Board assignments (projects) will account for 40% of your grade.

### **Quizzes**

#### Quiz 1

13 questions/100 points  
no time limit/1 attempt allowed  
Access to the e-book and resources is allowed  
1% score deduction for each hour late  
available online week 3

#### Quiz 2

15 questions/100 points  
multiple-choice/true false  
no time limit/1 attempt allowed  
Access to the e-book and resources is allowed  
1% score deduction for each hour late  
available online week 5

#### Quiz 3

23 questions/100 points  
multiple-choice/true false  
no time limit/1 attempt allowed  
Access to the e-book and resources is allowed  
1% score deduction for each hour late  
available online week 12

#### Quiz 4

24 questions/100 points  
multiple-choice/true false  
no time limit/1 attempt allowed  
Access to the e-book and resources is allowed  
1% score deduction for each hour late  
available online week 12

#### Quiz 5

24 questions/100 points  
multiple-choice/true false  
no time limit/1 attempt allowed  
Access to the e-book and resources is allowed  
1% score deduction for each hour late  
available online week 12

#### Quiz 6

24 questions/100 points



multiple-choice/true false  
 no time limit/1 attempt allowed  
 Access to the e-book and resources is allowed  
 1% score deduction for each hour late  
 available online week 12

### Quiz 7

25 questions/100 points  
 multiple-choice/true false  
 no time limit/1 attempt allowed  
 Access to the e-book and resources is allowed  
 1% score deduction for each hour late  
 available online week 12

### Quiz 8

24 questions/100 points  
 multiple-choice/true false  
 no time limit/1 attempt allowed  
 Access to the e-book and resources is allowed  
 1% score deduction for each hour late  
 available online week 12

These Quizzes will account for 50% of your grade.

## Final Exam

The Final Exam will be available during the final week of class. The final exam will account for 10% of your grade.

### Grading Formula

<b>Instructor Grading Criteria</b>	Assignments - 20% Projects - 20% Quizzes- 50% Final Exam - 10%
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### HCC Grading Scale: assignments

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour

W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

**IP (In Progress) is given only in certain developmental courses.** The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

**FINAL GRADE OF FX:** Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

**Incompletes:** The grade of "I" (incomplete is conditional. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F". Upon completion of the coursework, the grade will be entered as I/grade on the student transcript. All "I" s must be changed to grades prior to graduation.

### **Incomplete Policy:**

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

Date	Assignments
Week 1 August 26	<b>Read Course Syllabus for this class - Business Law I</b> Chapter 1 – An Introduction to Dynamic Business Law Chapter 2 – Business Ethics <b>Discussion Board: Introductions - Meet &amp; Greet Discussion</b> <b>Homework:</b> <b>Chapter 1</b> <b>Chapter 2</b> <b>Quiz No. 1 (Chapter 2)</b>
Week 2 September 2	Chapter 3 – The U. S. Legal System Chapter 4 – Alternative Dispute Resolution <b>Homework:</b> <b>Chapter 3</b> <b>Chapter 4</b>
Week 3 September 9	Chapter 5 – Constitutional Principles <b>Homework:</b> <b>Chapter 5</b> <b>Quiz No. 2 (Chapters 3, 4 and 5)</b> <b>VIDEO DISCUSSION - Equal Pay for Women</b>
Week 4 September 16	Chapter 8 – Tort Law <b>Homework:</b> <b>Chapter 8</b> <b>Quiz No. 3 (Chapter 8)</b>
Week 5 September 23	Chapter 9 – Negligence and Strict Liability Chapter 10 – Product Liability <b>Homework:</b> <b>Chapter 9</b> <b>Chapter 10</b>
Week 6 September 30	Chapter 13 – Introduction to Contracts <b>Homework:</b> <b>Chapter 11</b> <b>Chapter 13</b> <b>Quiz No. 4 (Chapters 9, 10 and 11)</b>
Week 7 October 7	Chapter 14 – Agreement Chapter 15 – Consideration <b>Homework:</b> <b>Chapter 14</b> <b>Chapter 15</b>

Week 8 October 14	Chapter 16 – Capacity & Legality Chapter 17 – Legal Assent Chapter 18– Contracts in Writing <b>Homework:</b> <b>Chapter 16</b> <b>Chapter 17</b> <b>Chapter 18</b> <b>Quiz No. 5 (Chapters 13 - 16)</b>
Week 9 October 21	Chapter 19 – Third Party Rights to Contracts Chapter 20 – Discharge and Remedies <b>Homework:</b> <b>Chapter 19</b> <b>Chapter 20</b> <b>Quiz No. 6 (Chapters 17 - 20)</b> <b>Discussion Board: Sales and Leases Discussions</b>
Week 10 October 28	Chapter 21 – Introduction to Sales and Lease Contracts Chapter 22 – Title, Risk of Loss and Insurable Interest <b>Homework:</b> <b>Chapter 21</b> <b>Chapter 22</b>
Week 11 November 4	Chapter 23– Performance and Obligations Under Sales and Leases Chapter 24 – Remedies for Breach of Sales and Lease Contracts <b>Homework:</b> <b>Chapter 23</b> <b>Chapter 24</b>
Week 12 November 11	Chapter 25 – Warranties <b>Homework:</b> <b>Chapter 25</b> <b>Discussion Board: Warranties</b>
Week 13 November 18	Chapter 33 – Agency Formation and Duties Chapter 34 – Liability to Third Parties and Termination <b>Homework:</b> <b>Chapter 33</b> <b>Chapter 34</b> <b>Quiz No. 7 (Chapters 33 and 34)</b>
Week 14 November 25	Chapter 45 – Consumer Law Chapter 49 – Real Property <b>Homework:</b> <b>Chapter 45</b> <b>Chapter 49</b>

Week 15 December 2	Chapter 50 – Landlord and Tenant Law Chapter 52 – Wills and Trusts <b>Homework:</b> <b>Chapter 50</b> <b>Chapter 52</b> <b>Quiz No. 8 (Chapters 45, 49, and 50)</b>
Week 16 December 9	<b>Final Exam (Chapters 1-5, 8-10, 13-25, 33, 34, 45, 49, 50, &amp; 52)</b>

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Instructor’s Practices and Procedures

### Missed Assignments

Assignments and exams are due as stated in Canvas. For makeup exams, which are approved by me, the professor, in emergency situations and extraordinary situations only, there is a 1% point deduction for each hour past the due date that you submit your late exam. Please note, a make-up exam is not a retake. That is, make-up exams are allowed only for missed exams.

### Academic Integrity

Houston Community College students have the responsibility to know and observe the College’s Scholastic dishonesty policy. I expect that students will conduct themselves in all aspects of the academic process according to this policy. Any form of academic dishonesty will be penalized with a failing grade (i.e., zero points) for the assignment, quiz, or examination in which the infringement occurred. Academic Dishonesty includes, but is not limited to cheating on a test, plagiarism and collusion.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

### Attendance Procedures

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log into their Canvas class weekly, or they will be counted as absent. Just like an on-campus class, your regular participation is required. The participation requirement

is given below. Although it is the responsibility of the student to withdraw officially from a course, the instructor also has the authority to block a student from accessing Eagle Online Canvas, and/or to drop a student for excessive absences or failure to participate or log in regularly. DE students who do not log into their Canvas class before the Official Day of Record will be AUTOMATICALLY dropped for nonattendance. Completing the DE online orientation does not count as attendance. Logging into a DE course without active participation is regarded as non-attending.

Participation Requirement: Students must complete the entire Syllabus & Orientation Section in the Canvas-Eagle Online course by the Official Day of Record.

Distance Education Student Handbook: The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: <http://de.hccs.edu/de/de-student-handbook>

## **Student Conduct**

### ***Course Expectations***

- Be sure that you understand your teacher's expectations for the online course. Read the course syllabus and getting started pages very carefully, noting due dates of activities, quizzes, and assignments, and printing materials if desired. If you have any questions about what you are expected to do in the course, contact your instructor immediately by Canvas email, chat, or by using the other contact information given on the course information pages. Do not contact your instructor for technical support that is unrelated to course content (see below).

Some common activities that you may be expected to do in your online course are as follows:

- reading and taking notes on course material,
- participating in online discussions,
- taking online quizzes,
- submitting online assignments
- communicating with your teacher/professor and/or classmates by email.
- When taking an online course, you should expect
  - to have access to your course one week prior to the beginning of the semester (online classes only),
  - to receive timely responses to your email from your teacher/professor,
  - to be aware of your standing in the course by the midterm notification deadline,

- o to have the opportunity to withdraw from the course before the deadline to withdraw and receive a grade of "W".

Students have the right to express themselves and participate freely in an online class. However, they are expected to treat each other and the instructor with courtesy and respect. Offensive or inappropriate language is not to be used in any form of communication e.g., emails, discussion postings, group projects, submitted assignments. Students are allowed to disagree with each other or the instructor but must do so in a civil manner.

The discussion area of the course is reserved for postings related to course work only. Postings of a personal or non academic nature are not permitted and may be removed by the instructor should they appear. Grades and personal issues should be handled by private email or chat to the instructor.

Emails or chats to the instructor that are considered offensive or inappropriate will be sent back to the writer with a request to rewrite and resubmit. If the emails continue to be unacceptable, the student will be referred to the Dean of Student Services and denied access to the course until proper approval has been granted to the student. If students receive inappropriate emails from others in the class they should notify the instructor and appropriate action will be taken.

## **HCC Policies**

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

### **Campus Carry Link**

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

### **HCC Email Policy**

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

### **Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

### **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and



parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### **Office of the Dean of Students**

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

### **Department Chair Contact Information**

Department Chair's name, email address, and office phone number.

Dr. Raven Davenport

713-718-6478

Raven.davenport@hccs.edu