CASPER COLLEGE COURSE SYLLABUS
BUSINESS LAW I
BADM 2010-N1 (Online)

Semester/Year: SPRING 2018

Online Course  Credit Hours: 3  All work to be completed online.

Instructor’s Name: Heather Lloyd

Instructor's Contact Information:  
Office Phone: (307) 268-2764  
Email: heather.lloyd@caspercollege.edu  
*Please do not use Moodle mail as that mailbox is not monitored.

Email is the best way to reach me. I will try to respond to any emails with 24 hours.

Office Phone:  
Office: LH 175G  
BU 211

Office Hours:  
Please note: I have offices in both Liesinger Hall (LH 175G) and the Thorson Business Building (BU 211). I teach Business Law in the BU building on M/W/F. I teach Criminal Justice courses in Liesinger Hall on T/Th. The location of my office hours varies based on my teaching schedule. Be sure to double-check the location of my office hours if you are coming to meet with me. My office phone number rings in both locations, so if you ever have questions, do not hesitate to call.

Monday: 8:15 am – 10:00 am (BU 211)  
Tuesday: 8:15 am – 11:00 am (LH 175G)  
Wednesday: 9:30 am – 10:00 am (BU 211)  
*Additional office hours available by appointment. Email me to set up an appointment.

Course Description: Business Law I (BADM 2010) is an introductory survey course providing a broad overview of business related legal topics. Students will be familiarized with the nature and sources of law, court systems, jurisdictions of state and federal courts, small claims court, common law, statutory law, constitutional law, criminal law, torts, contracts, (especially as they are affected by the Uniform Commercial Code), social responsibility and business ethics, property law, estate planning, and how to avoid probate.

Statement of Prerequisites: There are no prerequisites for this course.

Goal: Students will demonstrate basic knowledge and understanding of the sources and applications of various laws relevant to the business environment. Students will be able to identify the types of legal issues that arise in a business setting and to respond appropriately to those issues. This course is designed to develop students’ legal reasoning and analysis and to encourage students to utilize those skills to make sound and informed decisions in their business and personal affairs.
Outcomes: The following Casper College General Education Outcomes (in **bold**) will be promoted and reinforced through successful completion of this course:

1. Demonstrate effective oral and written communication
2. Use the scientific method
3. Solve problems using critical thinking and creativity
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. Appreciate aesthetic and creative activities
6. Use appropriate technology and information to conduct research
7. Describe the value of personal, civic, and social responsibilities
8. Use quantitative analytical skills to evaluate and process numerical data

Course Objectives: Successful students in this course will:

1. Understand the historical development and structure of the American legal system and to articulate the role of the courts in resolving business disputes. (CCGE Outcome #1)
2. Identify the various types and sources of law affecting the business environment. (CCGE Outcome #1)
3. Identify relevant legal issues and be able to analyze and apply those concepts to specific factual scenarios in a business setting. (CCGE Outcomes #1, 3)
4. Research and summarize case law relevant to the business environment and be able to articulate their findings clearly and concisely. (CCGE Outcome #6)

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Methodology: Course content may be delivered via readings, online lectures, online discussion questions, and videos.

Evaluation Criteria: Grades for this course will be based on the following criteria:

<table>
<thead>
<tr>
<th>Grade Category</th>
<th>Percentage of Grade</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>15%</td>
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<tr>
<td>Homework Posts</td>
<td>15%</td>
</tr>
<tr>
<td>Case Studies</td>
<td>30%</td>
</tr>
<tr>
<td>Exams</td>
<td>40%</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
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Evaluation Criteria (continued):
Chapter Quizzes (Lowest quiz score will be dropped)
Quizzes cover approximately 1-2 chapters each. Quizzes will consist primarily of multiple choice and true/false questions drawn from the textbook. Quizzes are open book and open notes. Quiz deadlines are listed on the Course Calendar. No late quizzes will be accepted.

Homework Posts (One Homework Post will be dropped)
Homework questions/assignments will be drawn from and complementary to the topics covered in the required reading. Homework Posts will not be assigned during test weeks or Case Study deadline weeks. Homework posts must be submitted by the deadlines listed in the Course Calendar to receive credit.

Case Studies
Students will be required to complete two Case Studies requiring independent research and a short paper. Directions and a grading rubric for each case study will be distributed at least two weeks prior to the Case Study deadline. Case Studies must be submitted by the deadlines listed on the Course Calendar.

Midterm/Final Examination There will be two examinations: a Midterm and a Final Examination. Exams will be closed-book, timed, proctored examinations, administered via Moodle. No late exams will be accepted.

Students based in Casper must complete their exams at the Testing Center. Students are responsible for scheduling their own exams in accordance with the test dates set forth in the Course Calendar. Students may schedule an appointment 24/7 through the Testing Center website www.caspercollege.edu/testing-center or by calling the Testing Center at (307) 268-3850 during business hours. Students based outside of Casper must locate an approved testing center in their vicinity and schedule an appointment in accordance with the test dates set forth in the Course Calendar. Students may locate an approved testing center online through the National College Testing Association website http://www.ncta-testing.org/interactive-map and selecting the link for the NCTA Consortium of College Testing Centers (CCTC). Should you have any difficulty locating a testing center, the Casper College Testing Center can provide assistance with remote testing centers. Students requiring such assistance should contact the Testing Center as soon as possible to discuss approved testing centers.

Extra Credit
Extra credit may be given from time-to-time. Cumulative extra credit will not exceed 5% of a student’s total grade for the course.
Grades:
The grading scale for this course is as follows:

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<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
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<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-59%</td>
<td>F</td>
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Required Text, Readings, and Materials:

*Additional required reading assignments will be distributed in Moodle.

Class Policies:
Moodle Page: There is a Moodle page for this course. The Course Calendar, additional reading assignments, Case Study instructions, quizzes, exams, and all other information for this course will be posted in Moodle. Students should consult the Moodle page, and the Course Calendar every Monday, at a MINIMUM, to make sure they are completing all assigned reading and quizzes on time.

Students experiencing difficulties with Moodle can contact the CC HelpDesk at (307) 268-2486 or by email helpdesk@caspercollege.edu. For more technical assistance with Moodle4Me, you can also contact the Digital Learning Center, dlc@caspercollege.edu or (307) 268-3882.

Last Date to Change to Audit Status or to Withdraw with a W Grade: The last day to change to audit status or to withdraw from this course with a “W” grade is consistent with the Casper College institutional withdrawal deadline. For the Spring 2018 semester, the withdrawal deadline is April 12, 2018.
Late Work: Late work will not be accepted without prior approval from the instructor. Please refer to the Moodle Page and the Course Calendar for all deadlines. A deadline extension may be given at the sole discretion of the instructor, but generally will be granted only for major emergencies. A deadline extension may result in the student being eligible for only partial credit for the assignment.

Exams: Exam dates are listed in the Course Calendar. You are responsible for scheduling your own exam with the Testing Center (or other approved testing site) within the specified testing window. Late exams will not be allowed. If you fail to take an exam during the scheduled testing window, you will receive a “0” for the exam.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Chair, Scott Nolan, the Interim Dean of the School of Business and Industry, Dr. Roberta Marvel, and lastly, the Vice President for Academic Affairs, Dr. Shawn Powell.

Academic Dishonesty: (Cheating & Plagiarism) Casper College demands academic honesty. Academic code violations focus on academic dishonesty, which includes but is not limited to, cheating, plagiarism, buying, selling, or stealing exams; substituting for another person, collusion when collaboration is not approved; knowingly furnishing false information; and copyright violations. Violations of the college’s academic code can result in a range of negative consequences from failing a grade assignment to expulsion from the college. See the Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible for checking their account regularly. This is also where you will find course evaluation links during course evaluation periods.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Harassment and discrimination: Casper College seeks to provide an environment that is free of bias, discrimination and harassment. If you have been the victim of sexual harassment/gender or sex discrimination/sexual misconduct/assault, we encourage you to report this. If you report this to an employee, she or he must notify our college’s Title IX Coordinator, Linda Toohey, Associate Vice President for Student Services, 125 College Drive, GW 412, Casper, WY 82601; (307) 268-2667; linda.toohey@caspercollege.edu about the basic facts of the incident. Employee concerns should be directed to the Human Resources Director. For more information about your options, please go to: http://www.caspercollege.edu/nondiscrimination
Course Calendar: See BADM 1010 – Business Law I Course Calendar (Online), provided separately and posted on the Moodle page for this course. This calendar is tentative and subject to change at the instructor’s discretion. It is the student’s responsibility to check Course Calendar posted on Moodle regularly to verify all assigned reading and course submission deadlines.