BUSI 2301: Business Law

3 Semester Credit Hours

Clarendon College
Division of Science and Health
Course Syllabus
Fall 2nd 2026

Instructor: Mrs. Brandi Havens
E-mail: brandi.havens@clarendoncollege.edu
Virtual Office Hours: Contact me through email or Open LMS to set up zoom meetings

The "Messages" feature within the online platform is the main method you should use to contact me. I will make every effort to check the course website every weekday and respond to your message requests within 24 hours on business days.

Instructor's Plan for Regular and Substantive Interaction

The student can expect timely and frequent interaction with the instructor throughout the course. Each assignment will have a due date on the calendar, syllabus link, or within the module. The instructor will communicate with the student using email, announcements, discussions, assignments, office hours, and/or virtual Zoom meetings. The student can expect instructor-initiated posts, replies, and/ or follow-up questions on discussion boards, individualized feedback on assignments, live Zoom discussions or meetings, and/or announcements focused on the course content. The instructor will respond to learner inquiries or requests for assistance within one business days and provide feedback on assignments within 7 days of the due date.

Online Course website: This online course uses Open LMS as its online course management program. All instructions, tutorials, exams, and assignments are provided through your Open LMS course. All assignments must be submitted there. Due dates for all assignments are listed in the "Course Schedule" at the course website. Most communication between you and your instructor and fellow classmates will be handled in the online platform through the "Messages" feature and discussion forums. You will be able to log into the course website once you have officially registered for the course and once you have been added to the course website. The course website will become available to you by the first day of the semester. If you register late, you will generally have access to the course within 24 hours after you register.

BUSI 1301 Course Description: The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

Required Instructional Materials Supplies:
You do not have to print the textbook as it is available as an e- text on the OpenStax website and available via hyperlinks from Open LMS.

Methods of Instruction: This course will utilize readings from the text, PowerPoint presentations, forum discussions, audio-visual materials, and research (on the web and/or in the library).

Student Rights and Responsibilities: Student Rights and Responsibilities are listed on the College website at: http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf

Course Objectives

In accordance with recommendations from the Texas Higher Education Coordinating Board, all life and physical science courses at Clarendon College will address the following core objectives:

- **Critical Thinking Skills** – including creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills** – including effective written, oral, and visual communication.
- **Empirical and Quantitative Skills** – including application of scientific and mathematical concepts.
- **Teamwork** – including the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Specific **Student Learning Outcomes** for the class can be viewed from the THECB website at this link: https://reportcenter.highered.texas.gov/training-materials/lower-division-academic-course-guide-spring-21/

Computer/Technology Requirement:

This course uses a variety of web resources that require a good Internet connection and an up-to-date browser. The course will have its best appearance and functionality utilizing Mozilla Firefox. Note: If you use your iPad or iPhone to work in this course, download and use Mozilla Firefox to access the course instead of using Safari as your internet browser. Note: To use your **mobile device**, install the **Open LMS app**. Some activities cannot be completed on a mobile device.

You must have the following programs on your computer in order to use and complete these online courses:

- Adobe Reader (to view the PDF type of documents)
- Latest version of one of these internet browsers on your computer: **Mozilla Firefox, Google Chrome, or Microsoft Edge.**
- You must also have access to the **Microsoft Office** program that contains Microsoft Word to view some documents and PowerPoint to view some slideshows. (If you don't already have it on your computer, you can download the free Microsoft 365 available through Clarendon College. Click these instructions for help downloading it as well as accessing your Bulldogs email.)

Grading Policies:

1. **Required Enrollment Verification Activity (EVA):** Required Enrollment Verification Activity
   This activity is a "Course Contract" that explains you understand and will abide by my class policies as explained in the syllabus. It is located in the Class Orientation section of your course.

   Students who fail to complete the Syllabus Agreement EVA (Enrollment Verification Activity) by the official census date may not be able to continue in the course. This could result in an F for the course and forfeiture of Financial Aid. The census date for this term can be found on the Academic Calendar located at the Inside CC link on Clarendon College's home page.

2. **Class discussions will count as 25%** of your final course grade. This portion of your grade comes from your completion of class discussions that are posted in Open LMS.
3. **Chapter quizzes will count as 25%** of your final course grade. Each chapter has one quiz. BEFORE you attempt the quiz:
   a. Be sure to read the e-text chapter thoroughly.
   b. You may find it helpful to review the included PowerPoints as well as class notes that accompany the chapters.
   c. Be certain to complete the discussion or activity for that chapter.
   d. You will only have one attempt for each chapter quiz. Once you begin the quiz, you must complete it within the allotted time.
   e. No quiz grades will be dropped.

4. **Chapter Assignments will count as 35%** of your final course grade.
    a. Chapter Assignments must be completed following the instructions for each specific assignment.
    b. All assignments must be submitted using Microsoft Products (Word, PowerPoint, Excel)
    c. Each Assignment must be submitted through OpenLMS
    d. No Assignment grades will be dropped.

Student grades and course averages are viewable in Open LMS by clicking on the "Course Dashboard" and then clicking on the "Gradebook" in Open LMS. All graded activities/discussions/quizzes/exams for BUSI 2301must be completed and/or submitted in the Open LMS learning platform..

Grading Policies:

The final semester grades will be figured as set in the current catalog: 90-100 = A 80-89 = B 70-79 = C 60- 69 = D 59 or Below = F

Your official final course grade will appear in your Student Portal.

Grades earned for each graded activity will be available in Open LMS. However, in your Open LMS gradebook, assume that any activity you did not complete is a zero, even if a hyphen appears beside the activity in the gradebook. The current course average shown in the Open LMS gradebook will not be correct until I have replaced the hyphens with zeroes.

Academic Integrity Policy: An Excerpt from Clarendon College's Student Handbook
Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.
Be certain to review the Student Academic Integrity and Classroom Ethics policies in your Student Handbook. You are responsible for both knowing and adhering to these policies. You may access the Student Handbook at this link:
https://www.clarendoncollege.edu/resources/student%20services/2018-2019%20student%20handbook.pdf

Class Policies:

1. **Online Attendance Policy**: Regular attendance is mandatory in all online courses. At least one activity each week must be completed in order for students to be considered "in attendance." Failure to complete these assignments can result in forfeiture of Financial Aid and failure of the class.

   For this course, I will submit an attendance report each Monday morning and on the census date. Students who are following the online attendance policy and participate in at least one weekly assignment on the course schedule are marked "present."

2. **Make-up work**: Late will not be accepted unless the missed assignment is due to an emergency (with documentation). Allowing a student to make up late work is solely at the discretion of the instructor. A 10% deduction per day will be applied unless prior arrangements have been approved.

3. **Final Exam:** Students must take a final for each of their academic courses. The schedule of final exam times is published at the beginning of the semester. I will not give any early finals except in extreme emergencies after students have provided documentation of said emergency. ****Because grades must be posted to transcripts, this deadline absolutely cannot be extended. Be sure that you do not miss taking these exams during the specified time.****

4. **Scholastic Honesty**: I adhere to a strict policy regarding academic honesty. Anyone who is dishonest in any way will receive a zero on that assignment or exam with no opportunity to make up the zero and may be dropped from the course with a grade of F.

5. **Grievance Policy:** If you have a dispute concerning your grade or policies in this class, it is the student's responsibility to contact the instructor to discuss the matter. Should things remain unresolved, please follow the procedures described in the Clarendon College Student Handbook or College Policy Manual.
6. **Accommodations**: REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT: In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 / janean.reish@clarendoncollege.edu or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.
7. **Nondiscrimination Policy**
   Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.
8. **Withdrawal**: If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. (The last day to drop a course is available on the Academic Calendar, located at the Student link on the Clarendon College website.) Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive whatever grade you have earned.
   Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6th dropped class, he/she will no longer be able to withdraw from any classes.