

Kingsborough Community College of the City University of New York
Department of Business
Professor: [REDACTED]

BA 1300 - Business Law II

Prerequisite: BA 1200 | [REDACTED] | Semester: FALL 2021

Professor Contact Information: Office: [REDACTED]

Office Hours: Tuesday, Wednesday, and Thursday (12:30pm - 1:30pm)

Department Phone: (718) 368-5555

Course Title: BA 1300 - Business Law II (3 Credits; 3 Classroom Contact Hours per Week)

Course Description: The legal principles of agency, partnership and corporations. Legal problems of corporate and non-corporate forms of organizations, consideration of rights, duties, obligations of employment and other special contractual and business relationships.

Text: *Business Law*, 14th Edition by Clarkson, Miller, Cross (Cengage)
ISBN: 9781305967250

Online at Cengage.com
Digital ISBN: 9781337514422
Course Key: MTPPM91QHL4L

Grading Policy / Methods of Evaluation:

Grading Policy	Points
Exams (2)	200
Quizzes (12)	600
Discussion Board Questions (2)	100
Final Examination (1)	200
Total	1100

Grading Scale:

A+ 1,061-1100; A 1,030-1,060; A- 990-1,029
B+ 961-989; B 925-960; B- 880-924
C+ 851-879; C 816-850; C- 770-815
D+ 730-769; D 670-729
F Less Than 730

Learning Outcomes:

Upon completion of this course, you will have a strong fundamental and practical knowledge of agency relationships as well as employment and labor law and will be able to ascertain each side's rights, obligations and various duties. You will be able to identify and assess employment discrimination and related wrongful employer conduct. You will also have a detailed understanding of the structure and functionality of each type of business organization and will develop critical skills enabling you to determine what type of business organization is best suited for a particular venture.

Minimum Technical Requirements: Computer skills required are a general knowledge of word processing and ability to attach and upload documents. Internet access is required for this course. Students enrolled in this course must be able to:

- Use all required features of the CUNY Blackboard
- Send and receive attachments by e-mail
- Create and submit files using Microsoft Word processing programs

Equipment and Supplies:

1. Students in this course will need computer access in order to succeed.
2. You need a reliable high-speed Internet connection, and a reliable Web browsing program. It is recommended that you use the Google Chrome browser to access Blackboard. Following are helpful Blackboard tutorials.

Online Course Access Instructions for Students

• **Logging into Blackboard** (video)

• **Using the Blackboard App** (video)

• **Introduction to Blackboard Collaborate on a mobile device** (video)

Class Format: This class will be completely online. The class is not any easier than taking Business Law I in a traditional classroom, but in addition to saving gas, you can complete the assigned work this course at any time you want.

If you have difficulty accessing Blackboard, contact the Computer Services Department at: **Phone: 718-368-6679, or via e-mail at: HelpDesk@Students.kbcc.cuny.edu.**

Course Schedule:

Chapter	Topic	Exams
32	Agency Formation & Duties	Exam #1 Chapters 1,2, 3, and 4
33	Agency Liability and Termination	
34	Employment, Immigration, and Labor Law	
35	Employment Discrimination	
36	Small Business and Franchises	Exam #2 Chapters 5, 6, 7, and 8
37	All Forms of Partnerships	
39	Corporate Formation & Financing	
40	Corporate Directors, Officers & Shareholders	
41	Mergers and Takeovers	Final Exam Chapters –To Be Determined
42	Investor Protection, Insider Trading, and Corporate Governance	
38	Limited Liability Companies and Special Business Forms	
8	Intellectual Property Rights	

Course Policies

Disclaimer: Teaching policies and regulations for this course are not open for discussion or negotiation. This syllabus has been constructed to be as complete as possible but is by no means a binding document. I reserve the right to alter policies, procedures, and the syllabus as needed. Please access Blackboard regularly as any changes to the syllabus will be posted there in the “Announcements” tab.

How to Navigate this Course and be Successful in Business Law II:

1. Log in to Blackboard and Access the Course Homepage. Be sure to check the announcements page for up to date information. Also check the Course Content tab where you find this course syllabus attached as a PDF file. Print and Read this syllabus and put it in binder. This syllabus has ALL of the important deadlines for quizzes, exams and assignments.

2. Also in the Course Content Tab you will find the Course Schedule which provided week by week instructions for how to proceed through the online portion of this class chapter-by-chapter. Everything in the online course is accessed through the Course Content tab.

Contents for each Chapter may include:

- Recorded lectures for each Chapter
- PowerPoints for every chapter with embedded videos
- Links to any discussion that must be completed for that chapter
- Links to the quiz or exam for that chapter.

3. Get organized - please get an ‘old fashioned’ three ring binder (portfolio) for this class and take your own notes on each chapter, print your notes, PowerPoints, sample and supplementary materials and then put them in the portfolio organized by chapter or chapter title. This will make

it easier to study for the quizzes and exams.

4. Read the Textbook and watch the pre-recorded lectures and PowerPoints before attempting the quizzes and exams. It is very important however that you do not rely only on the PowerPoint slides to get chapter information. You will not be able to be successful in this course without **READING** the book. **YOU MUST READ THE BOOK!**
5. **Take the Quizzes and the Exams by the due dates as extensions, generally, will not be allowed.** There are twelve (12) quizzes, one for each chapter. Each 60 minute quiz has 20 multiple choice questions, true/false questions, or a combination of both. You will have **UNLIMITED ATTEMPTS** at the quizzes. Only your highest quiz score will be used for grading purposes. Each quiz is worth 50 points. Please take these ‘Randomized’ quizzes multiple times for practice and maximize your chances of achieving a perfect score. The more you take the quizzes the more familiar you will become with the material and the better you will do on the exam. The quizzes can be accessed as a link on the Course Schedule posted in the Course Content tab. There are a total of two (2) exams and one (1) final exam for this class. Each 2 hour (120 Minute) exam has a total of 50 questions comprised of 25 multiple choice and 25 true/false questions. You will have **ONLY ONE ATTEMPT** at the exams.
6. Participate in the two mandatory Discussions. Discussions will only be open for a specific period of time, and must be posted on or before the due date and time to receive any credit. **Extensions, generally, will not be allowed.** Additionally, there will be a general Q&A Discussion Board posted for each chapter for chapter-related questions and comments. If you have a question regarding the course material, post the question on the chapter Q&A Discussion Board that relates to your question. **Q&A Discussion Board posts are not mandatory and will not be graded and are only to provide a forum for you to post any questions you may have regarding the chapter content. If you have no questions, you are not required to post.** Other students will appreciate seeing the question and your instructor’s answer. Students are encouraged to respond to other students’ questions. Learning by teaching is a powerful tool. Remember that the Discussion Forums are our “classroom.” Please be respectful, considerate and polite in your email and discussions.

Participation Rubric for Discussions:

For the discussions questions, participants must post their individual reply for a potential 40 points, and respond to one of their colleagues’ discussion postings, for a potential 10 points per response (50 points total per discussion).

Responses to topics

To earn the full 40 points for a reply to each discussion topic, the participant

- Replied to the initial topic within the module dates
- Posting was responsive to question and substantive, posting comments or questions that enhanced the discussion, helped move the conversation forward. These may have included follow up questions, examples, or new perspectives
- When not posting first, comments provided evidence that the participant had read at least some postings from colleagues
- Posting showed ample evidence of having reviewed, or completed the relevant readings or assignments

- Posting was constructive and differences of opinion expressed in a collegial manner

To earn 20 points for each topic, the participant

- Replied to the initial topic within the module dates
- Posting was responsive to question and substantive
- Posting showed some evidence that the participant had reviewed or completed the relevant readings or assignments
- Posting was constructive and differences of opinion expressed in a collegial manner

To earn 10 points, the participant

- Replied to the initial topic within the module dates but neglected one or more of the other elements
- Posting was collegial in tone

Responses to Colleagues' Postings

To earn the full 10 points for a response to a colleague, the participant

- Posted a response to the colleague within the module dates.
- Posting was responsive and substantive, posting comments or questions that enhanced the discussion, or helped move the conversation forward. These may have included follow up questions, examples, or new perspectives
- Posting provided evidence that the participant had thoughtfully read the colleague's posting
- Posting showed ample evidence of having reviewed, or completed the relevant readings or assignments
- Posting was constructive and differences of opinion expressed in a collegial manner

To earn 5 points for a response to a colleague, the participant

- Posted a response to the colleague within the module dates
- Posting provided evidence that the participant had read the colleague's posting
- Posting showed some evidence of having reviewed, or completed the relevant readings or assignments
- Posting was constructive and differences of opinion expressed in a collegial manner

To earn 2 point for a response to a colleague, the participant

- Posted a response to the colleague within the module dates
- Posting was constructive and differences of opinion expressed in a collegial manner

Communication:

Interaction: Because this is a completely online course, the interaction in this class takes place online. When you sign into the course page on Blackboard, check the class Announcements. I will post important announcements in the 'Announcements' tab. Also, check your e-mail for messages from me. Read all discussion posts and check your e-mail every time you sign in. You should sign in at least three (3) days a week.

Respect your classmates' opinion. And I also expect your classmates to respect your opinion. Please be considerate and polite in your discussions.

E-mail: Students may contact me via at: [REDACTED] It is also important that each student have kbcc email as I will be periodically sending email messages to all students via Blackboard. Please be sure that when you email me you include your class and section. I will get

back to you as soon as possible, but no later than 48 business hours (business hours are Monday through Friday).

Netiquette: Be courteous and considerate. Being honest and expressing your position thoroughly is very important, but being considerate of others online is just as important as in the classroom.

Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication. Do not use ALL CAPS. This is considered “shouting” and the message is very hard to read.

Check spelling, grammar, and punctuation (you may want to compose in word processing software then cut and paste the message into the discussion or e-mail). Use language that is correct and appropriate in anything you write. You are always expected to check spelling, use correct punctuation, and properly cite your sources. Please do not use text message abbreviations.

Never assume that your e-mail cannot be read by anyone but you; others may be able to read or access your email. Never send or keep anything that would be offensive to others.

Please keep all postings professional. Correct grammar and spelling are an important part of the business environment. Review your comments before you post them.

Completion dates for all Discussions, Assignments, Quizzes and Exams are found in the Course Schedule posted on Blackboard in the Course Content tab.

Kingsborough Accessibility Policy: Access-Ability Services (AAS) serves as a liaison and resource to the KCC community regarding disability issues, promotes equal access to all KCC programs and activities, and makes every reasonable effort to provide appropriate accommodations and assistance to students with disabilities. Please contact this office if you require such accommodations and assistance. Your instructor will be glad to make the accommodations you need, but you must have documentation from the Access-Ability office for any accommodations.

Academic Dishonesty: You are expected to do your own work. If you cheat or copy someone else's work (or allow yours to be copied) you will be graded with ZERO or course failure. (KCC's plagiarism policy can be accessed at www.kingsborough.edu.)

Civility and respect for others is essential in an academic environment. Any acts of harassment and/or discrimination based on race, gender, age, sexual orientation, religion, or ability will not be tolerated.
