

Santa Ana College  
**Course Overview**

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**Class: Business 105 The Legal Environment of Business**

**Text: The reading materials for this course are made available to you at no cost. The reading selections for each module have been taken mainly from The Legal and Ethical Environment of Business with selections from The Foundations of Business Law and Legal Environment of Business. Each module has the reading material incorporated into the reading assignment. You do not need to download the entire text. There are multiple reading assignments in each module. The reading selections are attached to each of the assignments. The assignments are presented based on the topic. Follow the instructions for each reading assignment.**

**Course Objectives:** Students will become acquainted with laws important in the business world. Students will be aware of various legal and ethical problems in the world. Students will have an appropriate legal background for the study of accounting finance, management, banking, insurance, and real estate.

**Course Description:** A study of the courts, torts (including product liability), crimes, contracts, employment, partnerships, corporations, government regulation, and international law.

**Student Evaluation:** There will be numerous assignments, consisting of group discussions and analysis, objective and essay tests, chapter assignments, posted on Blackboard. Each assignment will be given a numerical value (i.e. 10 points, 20 points and so on. **The points will be weighted with 30% for assignments, 30% for discussion assignments and 40% for Unit tests and study guides.** After the grades are weighted, the letter grade will be assigned as follows: 90-100% = A; 80-89 = B; 70-79 = C; 60-70 = D; >60 = F

Check the assignment folder on a regular basis. Due dates are posted in the assignment folder. If you have a valid reason to turn in a late assignment, you are required to state in the comment box for the assignment the facts that may mitigate your late submission. Assignments submitted after the due date will receive 0 points. The instructor in his discretion may award partial points for late assignments if the reason given in the comment box mitigates the lateness of the assignment. There are no extra credit assignments.

**Canvas:** Assignments for the class can only be accessed on the Santa Ana College Canvas class web page at <https://rscdd.instructure>. You may access this web site from home, the library or the student labs at SAC. When you are officially enrolled in the class, you will have access to the class web page. The student is expected to monitor the web site and complete all assignments in a timely manner when posted on the web site. The schedule of reading and assignments will be posted on the web site. The student will be able to access their current grade and credit for assignments on the web site.

**Honesty Policy:** A student found cheating on any exam or assignment, will not receive credit for that exam or assignment, and may result in a failing grade in the class. The student will not be allowed to drop and receive a W for the course. Cheating is defined to include but not limited to presenting any work that is not entirely the students own work as well as copying other students work or using any unauthorized material during a test or assignment. The discussions require a student to post their reply to the discussion prior to being enabled to view other student posts. Posting a frivolous, empty or incomplete assignment, will be considered an attempt to cheat and the student will receive 0 credit for the assignment. Note all views and posts are date stamped and logged in the instructor view of the discussions. A second violation will result in a report to the dean of students for discipline. The college catalog academic honesty policy will be followed. Students should read the policy in the current catalog. Plagiarism will not be tolerated. Be sure to cite your source of information used for all assignments and exams.

**Class Questions:** All questions regarding assignments must be asked on the discussion board. Students may respond to other student's questions. Professor Manzano does not monitor the web site 24/7. Questions will be

responded to on a regular basis.

**Personal Questions:** The only emails that will be responded to are those of a personal nature such as grades or a question of a confidential nature. All general class questions, such as where assignments go, are to be asked in the class discussion forum. Questions are generally responded to within 24 hours between Monday 9am and Friday 4pm if they have your name as it appears on Canvas (yes this is a common issue) and the section number in the subject line. Emails received over the weekend will be answered on Monday. Responses to emails without the proper subject information will be returned until the proper information is included. This rule serves two purposes, one it reinforces appropriate Business communication and I have multiple sections of the same class. I will not spend time researching which section you are in.

**Questions on Assignments:** All assignment due dates are listed in the assignment schedule found in the assignment folder. These are the official due dates. The grade book date may not correlate with all due dates. For example, the Unit discussion date in the grade book is the last day the forum is open, however the student must post their initial post prior to the due date listed in the grade book. Use the schedule in the assignment folder to set your dates. If in doubt, post a question on the class question discussion forum. Read the instructions prior to asking a question. Still not sure, then please post a question in the class discussion forum.

**Attendance Policy:** In accordance with the college drop policy, students who do not access the class web site or submit the “first assignments” by the due date may be dropped for no show. Students who fail to turn in the weekly assignments and or participate in the discussion boards will be considered “absent” and may be dropped from the class for “excessive absence.” **Students are responsible to officially drop the class or they will receive a letter grade based on their performance.**

**Student Assistance:** This is an online class and there are not any set office hours. Students should post all class questions in the class question forum unless there is a privacy issue. If the question involves a privacy issue Professor Manzano will respond to the student email. Do not email general class questions that do not have a privacy issue.

The Santa Ana College Distance Education office has tutorials and renders assistance to students. The web page is: <http://sac.edu/AcademicAffairs/DistanceEd>. The phone number is 714-564 6725.

**Legal Questions:** *Professor Manzano will only answer questions pertaining to the material covered in class. Do not ask personal legal questions. Professor Manzano will not give legal advice. If you have a legal question, you are advised to consult your attorney. Professor Manzano will not represent students.*

#### **Accommodations for Disabilities**

Students with verifiable disabilities who want to request academic accommodations are responsible for notifying their instructor and Disabled Students Programs and Service (DSPS) as early as possible in the semester. To arrange for accommodations, contact DSPS by phone (714) 564-6260 or (714) 564-6384 (TDD for students that are deaf) or stop by the DSPS Center in U-103.

**Preparation:** Are you ready for Online Learning? Do you have the necessary online skills?

- This course is geared for students who are self-directed, manage their time and have basic computer skills.
- It is mandatory to be able to use the Internet and type all assignments.
- Complete the “SAC Student Online Orientation”, under “My Organizations” on the SAC Distance Education homepage. It will allow to you become familiar with online learning environment, learn about time management, learning styles, and will help you to determine the best approach for you in an online course:  
<https://www.sac.edu/AcademicAffairs/DistanceEd/Pages/default.aspx> .

**Expectations:** This is a college level course. Many students expect that an online course will be easier or entail less time. This is not true. This online class will take just as much time as a traditional classroom course. College credits are based on the Carnegie Unit, the structure of the US Education system, for a system of “units”. Our three unit course requires 54 hours in a traditional class and 108 hours of outside work. That is equal to a total of 162 hours, or approximately 10.2 hours total, per week based on a 16-week schedule that you will need to spend on this course. That means you should expect to spend 162 hours on a 3 unit class. Divide the 162 by the number of weeks

in your class and that is the minimum you should spend on this level of college classes. (8 weeks = 20.4 hours per week.) That includes the reading, outside research, discussions and assignments.