BUSINESS LAW (BUS 211) SECTION 14669

Course Orientation Letter

Welcome to the Business 211 (Business Law I) hybrid course:

This course is an introduction to the legal environment of business. It is ideal for students who are business majors, interested in starting their own commercial enterprises, or simply possess a desire to increase their knowledge about the law as it pertains to the business environment.

Time Commitment:

The course covers such topics as constitutional law, torts, business crimes, contracts, bankruptcy, business associations, and real property among others. Due to the extensive list of topics covered, the volume of reading in the course is quite significant. In addition to the time spent in the “virtual” and on-ground classroom, you should be prepared to commit yourself to a minimum of 2-3 hours of out of class preparation for every hour spent in the virtual or on-ground classroom per week.

What You Should Expect in this Hybrid Format:

Online learning can be an incredibly rewarding and exciting adventure. It provides flexibility and an educational opportunity for students who might not otherwise be able to take advantage of a college curriculum; however, you should be aware that self-discipline, self-motivation, and attention to detail are required to complete the course successfully in this format. Students must be committed to meeting deadlines for reading and homework assignments in addition to participating in the virtual classroom for a minimum of three hours per week (online time). Some students are under the impression that online and hybrid courses are “easier” than on-ground courses. This is not the case. Students who take the hybrid or online version of this course believing that that it will be easier than the on-ground version tend to be surprised by the volume of written work required, and the amount of reading for which they are held responsible. Consequently, some students that might be successful in a traditional on-ground section are not successful in a hybrid/online section and may ultimately have to repeat the class in the on-ground format in a later semester. If you understand that this section is more challenging than the on-ground version, are very disciplined, and prepared to do the reading and writing required (more than in the on-ground section) then this hybrid course may be for you. If you are not very disciplined, tend not to complete reading assignments in your courses, tend to miss deadlines, or simply have very little time to devote to school because of other obligations, then your chances for success in this hybrid section are greatly reduced and you are urged to consider either an on-ground section with more in person interaction with your instructor or taking the course in a later semester when you have greater time resources. The success rate for the hybrid class is lower than the traditional on-ground class—*in other words, the failure rate is higher in the hybrid*. If this is your first online class you are encouraged to take a look at the Counseling 070 course which is a great
introduction to online learning. The course is 1 unit and is taken credit/no credit. Information may be found at [http://www.canyons.edu/Offices/Counseling/Pages/Courses.aspx](http://www.canyons.edu/Offices/Counseling/Pages/Courses.aspx).

**Important Dates:**

This course will meet every **Tuesday** during the **entire** session. The course will be taken partially online and partially on-ground. Read this course description carefully and contact the instructor if you have any questions. You should also read the College catalogue and semester schedule to ensure that you are familiar with campus deadlines (e.g. adding/dropping courses), the College code of conduct, along with additional guidelines and procedures.

**What Computer Skills You Will Need:**

Many of you may never have taken a hybrid/online course and are somewhat apprehensive about the endeavor. Let’s first discuss how to prepare yourself.

You should have a basic level of computer literacy that will permit you to perform tasks such as using a word processing program (e.g. Microsoft WORD), a web browser (e.g. Internet Explorer, Safari, Mozilla Firefox), and email. You should also be able to send and open documents with attachments, use PowerPoint to view online presentations, and install “plug-ins” (additional software) needed to use the web site. Reliable and regular access to the Internet is required. A minimum access speed of 56K bps is recommended. High speed Internet access would certainly enhance your online experience. **Extensions for submitting assignments are not given for computer failures, power outages, submitting the incorrect assignment by accident, forgetting to add an attachment, etc.**

You must have an email address. Your email account must be kept active during the term of the course as it is the way that your instructor will often communicate with you. Your email address will be available to your classmates. If you have privacy concerns, you should set up an email address specifically for this course. Additionally, this email address must be one that is not shared with anyone else. For example, if you have an email address that you share with your spouse, sibling, parent, etc., you’ll need to set up another account that is solely your own.

**Class Attendance:**

The experience of taking a hybrid/online course is quite different from that of taking a traditional on-ground course. Instead of attending a regular classroom, you will be “attending” a virtual classroom (web site) for at least part of the course. You will log onto the web site on a regular basis to read lecture materials and class notes. You will also use the web site to obtain assignments, read announcements, and communicate with your instructor. You will not always be communicating with your instructor in real time as you would in a traditional classroom setting; however, an advantage of a hybrid course is that you have more attendance flexibility than a fully on-ground class. Be advised that you do not have total flexibility in attending the virtual classroom. Your instructor will provide you with parameters (time frames) within which you need to log on and read certain lecture materials, complete online quizzes, etc. For example, you may be required to log on to a certain number of times per week or log on during particular days.
Class Participation:

Provided that an online discussion board is used, you will be required to click on the board after logging onto the web site and type in responses to posted questions. Class “participation” is important and participating in online postings like this will substitute in part for traditional class discussion. The instructor can electronically monitor student participation and a record is maintained of the level of participation for each person taking the course.

Your instructor may schedule a “chat room.” When you log onto the web site, you would be able to click on a link that will open up a special screen. You will be able to read real time comments made by the instructor and fellow students, in addition to being able to type in comments and ask questions yourself. Although students are typically not required to participate in chat rooms many utilize this opportunity to speak real time with the instructor and communicate with their fellow students. Note, that your instructor can always be contacted by email.

Communication with the Instructor:

Please be patient when awaiting a response from the instructor. A response may take up to one business day. Remember, sometimes your instructor will be online at the same time that you are sending an email and may respond very quickly. At other times it may be hours or the following business day before the instructor can log onto the web site and correspond. **You are advised to leave a voicemail message in addition to sending an email for very urgent issues.**

Websites Used for the Class:

Many students ask whether or not they need to be “wizards” on the latest in computer technology to be able to participate in an online course. This is typically not the case. The web site that you will be using is partially hosted (located on) by the College’s server on a system called Blackboard and partially hosted by the publisher for your textbook. Blackboard is one of the most common computer systems used to teach online classes. Your instructor has modified the system to fit the particular style and methodology of the instructor and also to meet the course content requirements of the College. Technical Assistance for Blackboard is available. Contact and availability information regarding this resource is listed on the course syllabus. Your instructor may also be contacted. You are **required** to take the Blackboard online tutorial at [http://ondemand.blackboard.com/students.htm](http://ondemand.blackboard.com/students.htm). Even if you are familiar with Blackboard the tutorial is required as the software is sometimes updated and you will need to be aware of any new features or changes. Additional and very important links may also be found on the Distance Learning web site at [http://www.canyons.edu/Offices/DistanceLearning/Pages/default.aspx](http://www.canyons.edu/Offices/DistanceLearning/Pages/default.aspx). The links on this site will lead you to some very useful information. Note that questions regarding course content should always be directed to the instructor.

The **textbook** for the class is the following:

The ISBN for the pre-packaged set is:

ISBN 13: 9781305316737

This includes the custom text with a Cengage Now code for access to the publisher website for this textbook.

The textbook and access card bundle is available from the College of the Canyons bookstore. You may also choose to contact the publisher, Cengage Publishing, directly to publish the textbook bundle at:

<http://www.cengagebrain.com/micro/Business211>

The instructor for the course is Professor Russell A. Waldon.

Please make sure that you check the announcements on the main course page once the class has begun for updates concerning the class.

Further information regarding the course is available by contacting:

Professor Russell A. Waldon

Email: russell.waldon@canyons.edu

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