Moberly Area Community College
Syllabus

BOA181 Business Terminology
Current Term

Instructor:
Office number:
Office hours:
Contact information:
Classroom number:
Class days and time:

Catalog Description: BOA181 Business Terminology (3-0-3)
This course involves a study of business and legal terminology as it relates to employment in business-related settings. Topics covered include real property and agency law, establishment of business organizations, with the emphasis on corporations, partnerships, and bankruptcy. The legal process will be examined to instill a broad understanding of legal terminology and how it affects the world of business. Ethics and preparation to communicate effectively in a legal and/or business environment will be emphasized.

Prerequisite:
None

Text:
Author: Brown, Gordon W. and Kauffman, Kent D
Publisher Prentice Hall
ISBN: 978-0-13-376697-4

Other Required Materials:

Purpose of Course:
Students will achieve the course objectives through an active learning environment as well as through class lecture and discussion. Students will read and study each textbook chapter and complete all chapter exercises.

Course Objectives:
• Students will command a legal vocabulary that is highly useful in any law-related or business field.
Students will define and apply legal terms used in criminal law; law of torts, contracts, personal property and agency; as well as terms used in law practice and procedure.

Students will define and apply legal terms used in law of wills and estates, real property, and negotiable instruments.

Students will define and apply legal terms used in family law, business organization and bankruptcy.

Course Content:
- **Part One – Terms Used in Practice and Procedure**
  Chapter 1: Court Systems and Jurisdiction
  Chapter 2: Criminal Trial Procedure
  Chapter 3: Civil Trial Procedure
  Chapter 4: Defensive Pleadings in Civil Trials
  Chapter 5: Methods of Discovery
  Chapter 6: Pretrial Hearing and Jury Trial
  Chapter 7: Steps in a Trial
- **Part Two - Terms Used in Criminal Law**
  Chapter 8: Crimes, Accomplices and Defenses
  Chapter 9: Crimes Against Property
  Chapter 10: Crimes Against the Person and Human Habitation
  Chapter 11: Homicide
  Chapter 12: Crimes Against Morality and Drug Abuse
- **Part Three - Terms Used in Law and Torts**
  Chapter 13: Torts and Tortfeasors
  Chapter 14: Intentional Torts
  Chapter 15: Negligence and Product Liability
- **Part Four - Terms Used in Law of Contracts**
  Chapter 16: Formation of Contracts
  Chapter 17: Contract Requirements
  Chapter 18: Third Parties and Discharge of Contracts
- **Part Five - Terms Used in Law of Personal Property and Agency**
  Chapter 19: Personal Property and Bailments
  Chapter 20: Intellectual Property
  Chapter 21: Law of Agency
- **Part Six - Terms Used in Law of Wills and Estates**
  Chapter 22: Wills, Testaments, and Advance Directives
  Chapter 23: Revocation, Lapses, and Aemption
  Chapter 24: Principal Clauses in a Will
  Chapter 25: Disinheritance and Intestacy
  Chapter 26: Personal Representative of the Estate
  Chapter 27: Settling an Estate
  Chapter 28: Trusts
- **Part Seven – Terms Used in Law of Real Property**
  Chapter 29: Estates in Real Property
  Chapter 30: Co-Ownership and Multi-Ownership of Real Property
Connection with Career and Technical Education (CTE) Outcome Statement:
In compliance with MACC’s CTE outcomes, the student who successfully completes this course will be able to:
• Students will demonstrate effective written and oral communication

ASSESSMENT OF STUDENT LEARNING

Grade Scale:
A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 59% and below

Assessment:
(State the way learning outcomes will be measured. They may be measured through, but not limited to, the following: objective and essay questions, papers, quizzes, oral presentations, class participation, small group work, and/or projects.)

Description of Assignment(s)/Project(s):

INSTRUCTOR POLICIES

Tardiness:
per instructor’s policy

Make-up and late work:
per instructor’s policy
Extra-credit work:
per instructor’s policy

Schedule of Student Assignments/Activities:
(Instructors will identify a Student Assignment/Activities schedule. Instructors have the
prerogative to construct the schedule by class periods, weeks, or an overview of topics to
be covered.)

Other:
List any other instructor policies

COLLEGE POLICIES:

Attendance:
Any student who misses two consecutive weeks of class during a regular sixteen-week
semester or the equivalent proportion of class time during a shorter session will be
dropped from the class by the instructor unless acceptable justification is supplied.
Additionally, any student who misses more than one-fourth of the entire number of in-
seat class meetings in a regular 16-week semester or the equivalent proportion of class
time during a shorter session, may be dropped from that class by the instructor if, in the
opinion of the instructor, the student does not have reasonable opportunity to succeed in
the class. A student’s attendance rate will be calculated based upon the first day of
the semester (not the student’s date of enrollment in the course).
Student attendance must be defined in a different manner for online, hybrid, and virtual
courses. Student attendance in these courses is defined as active participation in the
course. Online, hybrid, and virtual courses will, at a minimum, have weekly mechanisms
for student participation, such as any or all of the following methods:

a. Completion of quizzes or exams
b. Submission of assignments
c. Participation in threaded discussions
d. Communication with the instructor

A student who does not participate in an online, hybrid, or virtual course for two
consecutive weeks will be dropped by the instructor unless acceptable justification is
supplied. As with ground courses, a student’s attendance rate in online courses will
also be calculated based upon the first day of the semester. If a student does not
demonstrate active participation in the online course within the first two weeks (or
the equivalent proportion of class time during a short session), the student will be
dropped as “never attended.” Simply logging into an online class does not constitute
active participation.

Students should be aware that their dropping a course and their last date of
attendance in the course may impact their financial aid.

Academic Dishonesty:
MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (Policy Handbook M.010). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

**Student Email:**
MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

**ADA Statement:**
Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 Ext. 11240 or the Columbia office at (573) 234-1067 Ext. 12120, or visit our web page at http://www.macc.edu/index.php/services/access-office.

**Title IX Statement:**
MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see http://www.macc.edu/sexual-misconduct-policy or contact Dr. Jackie Fischer, MACC’s Title IX Coordinator, at 660-263-4110, Ext. 11236 or jackief@macc.edu.