Course Description

This course is a study of negotiable instruments, laws of property, acquisition and transfer of title, bailments, duties and liabilities of common carriers, innkeepers, warehouseman and agencies. Prerequisites: Bus 121 or instructor approval. 3 Credit hours.

Course Focus

The student will be able to describe the legal environment in which business transactions are negotiated and completed. Also he/she will be able to explain the laws that apply to negotiable instruments and secured transactions. Real estate transactions and the transfer of property will be explained. The student will also learn the laws that apply to agency, employment and insurance.

Text and References


Student Contributions

Each student will spend at least 6 hours per week preparing for class. On-line attendance is critical in this class. There will be chapter quizzes, for nearly all Chapters. The student is responsible to complete all work by the posted deadlines. The class is subject to change. All changes will be posted online and/or announced in class.

STATEMENT OF NON-DISCRIMINATION

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability or political affiliation or belief.
ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE

The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

- Students taking an online/internet class must sign in within the first ten calendar days from the start of the semester and complete the INITIAL QUIZ by the midnight, Thursday June 20th, to indicate attendance in the class. The quiz has three basic questions regarding student information and does not require that you review any materials before you complete it. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

- When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or
  - under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGRZ 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC-TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

Emergency Text Message Alert

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp

BROADCAST LEARNING FORMAT: This class is being taught in a broadcast learning format. Images and word of class participants may be transmitted live or on a delayed basis to other locations. Classes may be rebroadcast due to extenuating circumstance.

Course Evaluation

Your performance objective and exams will be translated to points and the points to grades. The instructor will make the calculations which will be the equivalent of grading on a 10 point scale. Total points is 1,150 so an A= 1,150 – 1035; B = 1034 – 920; C = 919 – 805; D = 804 – 690; F = 689 and under.

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<thead>
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<th>Points</th>
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<tr>
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<td>A</td>
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<td>70 – 79</td>
<td>C</td>
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<td>60 – 69</td>
<td>D</td>
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<tr>
<td>Below 60</td>
<td>F</td>
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Course Schedule

1. Online course Communication:
   This is an online course. You may contact other students by using the discussion board or e-mail course function. Postings on the discussion board are public and can be read by any member of the class. The discussion board is primarily for student to student discussion of issues. As such, I
generally will not make any postings on the discussion board. Messages sent via e-mail are private and can only be accessed by the person to whom the e-mail is addressed. E-mails are appropriate for student to instructor questions and are the primary way I will communicate with you. Please do not hesitate to send me an e-mail regarding any matter in this course or in the paralegal program. I encourage you to use both of these functions to discuss issues that arise in the course.

2. Online Quizzes:
   In order to ensure that you understand the content of the course, I have set up quizzes that correlate to the materials covered in each unit outlined in the course schedule. The quizzes are 20-25 multiple-choice questions and the time period that each quiz is available is set out in the schedule. If it appears that you are not satisfactorily progressing in the class, I will set up a conference and we will discuss options to improve your understanding of the materials. If at any time, you feel you do not understand any of the course concepts, please immediately contact me.

3. Course Outline:

   **Unit 1 Chapters 13- 18 (September 24th to November 1st)**

   Unit 1 Quizzes available from Tuesday Sept. 24th- Saturday November 1st.

   Chapter 13 - Negotiable Instruments.

   Chapter 14 – Banking in the Digital Age.

   Chapter 15 – Creditor’s Rights and Bankruptcy.

   Chapter 16 – Agency Relationships In Business

   Chapter 17 – Employment Law

   Chapter 18 – The Entrepreneur’s Options

   **Unit 2 Chapters 19- 25 (October 20th to December 7th)**

   Unit 2 Quizzes available from October 20th until Saturday December 7th.

   Chapter 19 - Corporations.


   Chapter 21- Antitrust Law and Promoting Competition.

   Chapter 22 – Consumer Law.

   Chapter 23- Personal Property, Bailments, and Insurance
SAFETY ADDENDUM

Purpose

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definitions

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using 911 if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling 911 and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis
Procedures

Active Shooter

Building Evacuation
1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.

2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.

3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.

4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.

5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation
1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.

2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown
1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor’s directions
8. Silence cell phones
Wait for the “All Clear” before leaving

Developed/Revised: August 2019