



North Central State College

MASTER SYLLABUS

2025-2026

- A. Academic Division: Engineering Technology, Business & Criminal Justice Division
- B. Discipline: Business Administration
- C. Course Number and Title: BUSM1110 Business Law & Ethics
- D. Assistant Dean: Brooke Miller, M.B.A.
- E. Credit Hours: 3
- F. Prerequisites: None
- G. Last Course/Curriculum Revision Date: Fall 2025 Origin date: 07/18/2011
- H. Textbooks/Title:
MYLAB BUSINESS LAW WITH PEARSON ETEXT -- ACCESS CARD
 - Author(s): Cheeseman, Henry
 - Copyright Year: 2021
 - Edition: 11th
 - ISBN: 9780136827993 eCampus
- I. Workbook(s) and/or Lab Manual: MyBusinessLawLab access
- J. Course Description: This course is a study in the legal and ethical environment in which businesses operate. (TAG # OBU004)
- K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

*Outcomes listed are requirement from TAG OBU004-Legal Environment of Business

Upon completion of this course students shall:

Outcomes		Assessments – How it is met & When it is met
1.00 DEMONSTRATE FAMILIARITY WITH LEGAL LANGUAGE AND CONCEPTS AS THEY RELATE TO BUSINESS.	<ul style="list-style-type: none"> Describe the nature of law and sources of the law in the United States. Define the law, outline the objectives of the law, and list the sources of the law. Explain the four sources of the law: constitutions, statutes, cases, and administrative regulations. 	<p>Papers, participation, quizzes, cases – first half of term.</p> <p>Midterm</p>
2.00 DEMONSTRATE OF AN UNDERSTANDING OF ETHICAL BEHAVIOR AND SOCIAL RESPONSIBILITY IN THE GLOBAL ENVIRONMENT WHERE BUSINESS OPERATES.	<ul style="list-style-type: none"> Explain reasons for corporate social responsibility and business ethics. Describe efforts to promote corporate social responsibility. 	<p>Papers, participation, quizzes, cases – first half of term.</p> <p>Midterm</p>
3.00 DEMONSTRATE UNDERSTANDING OF STAKEHOLDER AND SHAREHOLDER THEORIES IN THE BUSINESS DECISION-MAKING PROCESS.	<ul style="list-style-type: none"> Outline the forms of business organizations. Explain the importance of property Define agency and explain the role of the agent and the principal. 	<p>Papers, participation, quizzes, cases –first half of term.</p> <p>Midterm</p>
4.00 DEMONSTRATE AN UNDERSTANDING OF THE LEGAL SYSTEM IN THE UNITED STATES AS IT RELATES TO BUSINESS.	<ul style="list-style-type: none"> Explain the structure and procedures of the legal system of the United States and Alternative Dispute Resolution (ADR). Explain the statute of frauds and list the contracts that must be in writing to be enforceable. 	<p>Papers, participation, quizzes, cases – second half of term</p> <p>Midterm</p>
5.00 EXPLAIN OF THE BASIC LAW OF CONTRACTS, TORTS, AND PROPERTY AS IT RELATES TO BUSINESS.	<ul style="list-style-type: none"> Explain basic torts relating to business enterprises. Define contract, explain the elements, characteristics, types and requirements to be legally binding. Explain Debtor-Creditor relationships. Explain what constitutes real property and intellectual property. 	<p>Papers, participation, quizzes, cases – second half of term</p> <p>Midterm</p>

Outcomes		Assessments – How it is met & When it is met
6.00	APPLY REGULATORY PROVISIONS TO BUSINESS SITUATIONS. <ul style="list-style-type: none"> Define and explain employment relationships and discrimination rules and laws. Explain environmental regulations and political influences. Explain Antitrust Law in the U.S. 	Papers, participation, quizzes, cases – second half of term Final
7.00	APPLY BASIC LEGAL REASONING.	Papers, participation, quizzes, cases – throughout semester Midterm Final
8.00	APPLY CRITICAL THINKING TO THE LEGAL IMPLICATIONS PRESENT IN BUSINESS ACTIVITIES. <ul style="list-style-type: none"> Explain consumer protection law. Explain the major civil rights statutes that relate to employment including standard employment doctrines. Explain securities regulations in regard to business activities. 	Papers, participation, quizzes, cases – second half of term. Final

M. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70–72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63–66	D	1.00	Below Average
60–62	D-	0.67	Poor
00–59	F	0.00	Failure

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences. Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

Important information regarding College Procedures and Policies can be found on the syllabus supplement located at
<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>



North Central State College
SYLLABUS ADDENDUM

Academic Division: Engineering Technology, Business, & Criminal Justice **Discipline:** Business Administration
Course Coordinator: Brandel Boyd
Course Number: BUSM 1030 **Course Title:** Supervision
Semester / Session: Fall 2025 / Session A **Start / End Date:** 8-11-25 thru 10-3-25

Instructor Information

Name: Brandel Boyd **Credentials:** Ph.D. Public Administration; MBA.HRM
Phone Number: 419-755-4572 **E-Mail Address:** bboyd@ncstatecollege.edu
Office Location: 233 Kehoe **Office Hours:** Mon/Wed 9-11 AM; and Mon 2-3 PM

I. Topical Timeline (Subject to Change):

Weeks	Topics	Assignment	Due Date
1	Supervisory challenges and the managerial functions of supervisors	Two chapter assignments and a Chapter Quiz	At close of week 1 as designated in Canvas
2	Supervisory planning and supervising a diverse workforce	Three chapter assignments and two Chapter Quizzes	At close of week 2 as designated in Canvas
3	Leadership and followership as well as communicating in a “noisy world”	Three chapter assignments and two Chapter Quizzes	At close of week 3 as designated in Canvas
4	Principles of motivating followers as well as making decisions and managing change	Two chapter assignments and two Chapter Quizzes; Mid-term Memorandum; and Simulation Survey	At close of week 4 as designated in Canvas
5	The principles of organizing and empowering employees for success	Three chapter assignments and one Chapter Quiz	At close of week 5 as designated in Canvas
6	Building and managing effective teams as well as performance management	Three chapter assignments and two Chapter Quizzes	At close of week 6 as designated in Canvas
7	The fundamentals of controlling and resolving conflicts	Three chapter assignments and one Chapter Quiz	At close of week 7 as designated in Canvas
8	Positive Discipline	Final Exam	At close of week 8 as designated in Canvas

Course Number: BUSM 1030
Semester / Session: Fall 2025 / Session A

Course Title: SUPERVISION
Start / End Date: 8-11-25 thru 10-3-25

II. Grading and Testing Guidelines:

Course Grading: (This is subject to change at the instructor's discretion)

*Academic dishonesty/cheating will not be tolerated. It will result in an "F" for the course.

Activity	Qty	Points	Percentage
Quizzes, 11 total @ 10 points each	11	110	21%
Chapter Assignments 19 total (PSB's, TSB's, etc.)	19	325	61%
Supervisor Memo (Mid-Term)	1	40	7%
Final Exam	1	60	11%
Total		535	100%

*Extra Credit: There is a possible 8 bonus points that can be obtained with one 5 point possible assignment and a 3 point possible bonus for "perfect attendance" (not turning in any assignments late).

Class Participation/Pop Quizzes: These points will be assigned based on the level of involvement in the class by the student, number of missed class sessions, and quiz results. These points would also include any projects or problems that we do in class. Quizzes may be administered randomly and without notice. Any in-class work that we do such as quizzes or in-class projects cannot be made up.

III. Examination Policy:

- The reasons for which a student will be excused from taking an examination _____
 - Hospitalization (with documented verification)
 - Death in the immediate family (with documented verification)
 - Personal illness or illness in immediate family - (doctor's excuse required).
- Due dates are otherwise firm; if you need an extension you must get approval from the instructor prior to the due date of the exam unless extenuating circumstances occur.
- A student who misses an examination for any reason is responsible for _____
 - Contacting me as soon as possible to discuss whether or not a makeup exam is possible
- No makeup opportunity will be given for absences of unscheduled quizzes.

IV. Class Attendance and Homework Make-Up Policy:

- Class attendance is necessary to acquire the knowledge required to _____
 - Exercise the learning you acquire from this course in the field upon graduation.
 - Receive an A grade in the course
- Students are responsible for _____
 - Reading all chapters assigned on a weekly basis
 - Completing all graded assignments (quizzes and otherwise) by their due dates
 - Contacting the instructor when any issues arise with completing a. and b. above.
 - Late homework is not accepted unless otherwise approved by the instructor
- Attendance
 - In an online class, attendance is determined upon completion of weekly assignments.
 - Each week, attendance is reported based on this participation
 - That is, if 4 assignments are due that week, and a student completes all 4 by the due date; they will be counted as in full attendance for that week
 - Likewise, if a student only completes 1-3 of the 4 assignments, they will be reported as partially in attendance.
 - If a student completes 0 of the assigned assignments for a week, they are counted as absent for the week.
- Late Assignments
 - Given the compacted nature of 8-week courses, it is highly advisable that students do not fall behind in their coursework. To assist in motivating students to that end, **late work in this course is not accepted**.

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- If extenuating circumstances occur, students are encouraged to communicate with the instructor as soon as possible for possible override of this policy. However, depending on the situation, advanced notice of the issue may be required.
- The instructor holds the right to accept or deny any student's request to make up work that does not appear to align with this policy.

V. Classroom Expectations:

1. All students are expected to demonstrate professional behavior and use language appropriate for the classroom learning experience.
2. During classroom discussion, please respect each other's input and opinions. If you disagree with a comment made by a classmate, make sure that you respond with disagreement to the IDEA and not to the person!
3. Please do not use bad language in the classroom.
4. Avoid personal or private conversations. Good communication and listening require that only one person be speaking at a time.
5. For in-person section courses: Absolutely avoid cell phone conversations. Make sure your cell is "off" or on "vibrate" when entering class, and avoid text messaging.
6. Everyone should have the opportunity to participate in the discussion and ask questions.