H. COUNCILL TRENHOLM STATE COMMUNITY COLLEGE *(Patterson Site)*

Course syllabus * *Spring Term 2026*

COURSE NUMBER AND NAME: *Legal, Social, Environmental Business*

MEETING DAYS/TIMES: *Online*

Orientation: Please review the orientation video in Canvas on the Home Page or the Announcements.

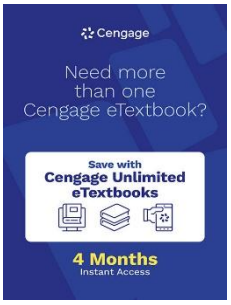
COURSE LOCATION: *Online*

Interim INSTRUCTOR INFORMATION:
Name: Mr. William Turner
Virtual Office Hours: Schedule through email
E-mail Address: Wturner@trenholmstate.edu

COURSE DESCRIPTION:

Semester Credit Hours - 3 *Contact Hours* – 0 *Prerequisite* – 0

The main purpose of this course is to provide students with a comprehensive understanding of the helpdesk environment and the knowledge, skills, and abilities necessary to work in the user support industry. Students will learn problem-solving and communication skills that are very valuable when providing user support. Through hands-on exercises and case projects, students will learn how to apply their knowledge and develop their ideas and skills.



REQUIRED TEXT AND MATERIALS: ***(Student's responsibility – Students will not be allowed to participate in this course without the required materials.)*:**

Required Textbook: *Cengage Unlimited Subscription*

CANVAS Online class account:
https://alabama.instructure.com/

Other Required Materials:
Computer

REQUIREMENTS FOR LAB/SHOP/CLINICAL PARTICIPATION: *(Student's responsibility – Students will not be allowed to participate in this course without the required materials.)*: None

HARDWARE/SOFTWARE REQUIREMENTS

To participate in this course, all students must have access to a personal computer with internet service. College computers in the Student Success Center computer labs, in the libraries, and in certain Computer Science (CIS) labs may be used during normal College operating hours. Here are the specifications for the Canvas learning management system:

Screen Size
Canvas is best viewed at a minimum resolution of 800x600. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.

Operating Systems
- Windows 7 and newer
- Mac OSX 10.6 and newer
- Linux – chromeOS

Mobile Operating System Native App Support
- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer

Computer Speed and Processor
- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor

Internet Speed
- Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.
- Minimum of 512kbps

Software Requirements		
Software	**Needed For:**	**Download Site:**
Microsoft Word or Word Viewer	Viewing text files such as instructions for extra credit assignments	Student access to Microsoft Office 365: https://www.office.com/ Log in with your Trenholm E-mail Credentials
Microsoft PowerPoint or PowerPoint Viewer	Viewing slide presentations on chapter material	Student access to Microsoft Office 365: https://www.office.com/ Log in with your Trenholm E-mail Credentials
HonorLock Extension	Taking the remotely proctored quizzes	honorlock.com/install
Adobe Reader	Viewing various course resources in PDF format	Adobe Download Center: https://get.adobe.com/reader/?pro

OBTAINING TECHNICAL SUPPORT FOR A CANVAS COURSE

You can obtain technical support for a Canvas course in two ways. First, try the **"Help" link** located on the bottom left side of the Canvas screen. See if your problem is a listed question and if so, follow the instructions given to resolve the problem. If that does not help, **contact your online course instructor** using the contact information given in the printed syllabus that you received at the course orientation. If contacting by phone, have all information relevant to your problem, including the exact wording of error messages, jotted down on paper so that you can thoroughly describe the problem. If contacting by e-mail, include this information in the

e-mail. Be sure to leave a voice mail if your call is unanswered and include your name, date and time of call, nature of the problem, and phone number where you can be reached. If your instructor is unable to help you solve the problem, he or she will contact the Canvas Administrator, who will work with the Assistant Dean of Information Technology, Safety, and Security to ensure that your issue is resolved in a timely manner. **Please do not attempt to contact the Canvas Administrator or Dean of IT directly for technical support.** Your instructor is fully capable of assisting with the common technical problems associated with Canvas and will seek further assistance on your behalf only if necessary.

RESPONSE TIMES FOR STUDENT E-MAILS/PHONE CALLS:

Your instructor will respond within 24 business hours to e-mails sent Monday through Thursday and by the next business day for those sent from Friday through Sunday and on holidays. When calling, if there is no immediate answer, leave a message and your phone call will be returned as soon as possible, generally within 24 business hours.

ONLINE COURSE ATTENDANCE/PARTICIPATION POLICY:

The course website for Canvas is https://alabama.instructure.com .

Class attendance is considered essential to the educational process at Trenholm State Community College. The College subscribes to the philosophy that students will achieve academic success in direct proportion to class attendance. We also believe that the ability to manage one's own attendance and punctuality is a critical component of job readiness that each student must master. Therefore, students are responsible for attending all classes, being punctual, and performing assignments as prescribed by the instructor and appropriate syllabus.

The attendance policy applicable to a specific instructional program may be more restrictive than the College policy and therefore have precedence. These policies may be influenced by requirements of external agencies and will be noted in individual course syllabus. Faculty are required to verify attendance at a requested time in order to capture reporting data as required to comply with federal financial aid regulations to include: VA, WIOA, Title IV, Scholarship Recipients, and others.

The last day for students to withdraw from the course without academic penalty is April 15.

STUDENT LEARNING OUTCOMES:

Upon completion of the course the student will learn the following:

1. Explain the structure and function of the American legal system as it relates to business, including constitutional principles, the Bill of Rights, and the roles of federal and state courts.
2. Analyze key areas of business law such as contracts, torts, criminal law, administrative law, and employment law, and apply these concepts to real-world business situations.
3. Evaluate the legal and ethical responsibilities of businesses and managers in decision-making, including corporate social responsibility and professional conduct.
4. Identify and interpret laws governing property, intellectual property, and business organizations, demonstrating how these laws impact business operations and ownership rights.
5. Demonstrate an understanding of dispute resolution methods—including litigation, mediation, and arbitration—and assess their effectiveness in resolving business conflicts

GRADING:

The final grade* for this course will be calculated according to the following criteria:
*You must earn a final grade of a 60 ("D") or above to receive credit for the course. Any final grade of 60 or below will constitute failure (F) in the course, and you will have to repeat the course to attempt to earn the appropriate credit.

Final letter grades for the course will be assigned according to the following scale:

Letter Grade	Scale	Letter Grade	Scale
A	90 – 100	F	0 - 59
B	80 – 89	W	N/A
C	70 – 79	WF	N/A
D	60 – 69	I	N/A

MAKE-UP WORK:

You have 48 business hours after an assignment's original due date to submit the assignment. Late assignments will receive a 5% deduction after each day.

There are no make-up quizzes or exams.

LIBRARY RESOURCES:

The Trenholm State Community College library is located on the 1st floor of the Library Tower at 3096 Mobile Highway. A branch of the library is located on the Patterson campus in room 102E of Building E. You can visit the library's website by clicking on the link on the college website homepage and choosing the library link on the left side of the screen.

The college library will serve as an important resource for research assignments for this and other classes offered by the College. You can visit the library's website by clicking on the link on the college website homepage or by going directly to the website through your internet browser by typing in the following address: https://library.trenholmstate.edu/ . A link to the library's website can also be found on the course site.

STUDENT SUCCESS CENTER RESOURCES:

The Trenholm State Community College Student Success Center provides FREE academic support services to all Trenholm State students, such as tutoring, writing assistance, homework help, study skills workshops, and more! You can visit our Virtual Student Success Center and learn more about our helpful student resources by viewing our website at www.trenholmstate.edu/ssc . To view tutor availability, schedule a tutoring appointment, or request help with questions about homework assignments, Click Here To Schedule A Tutoring Appointment . You can also give us a call at (334) 420-4418 or e-mail us at ssc@trenholmstate.edu. To speak with the College Counselor, call us at (334) 420-4326.

MIDTERM REVIEW:

Students will meet with the instructor at midterm to review their grades for the course. Any student who has below a "C" average will work with the instructor to develop a plan for improving that class average.

COMPUTER/NETWORK FAILURE:

If your individual personal computer crashes or your network provider goes down, please contact your instructor immediately. If possible, use a friend's or relative's computer, a computer in one of the College's computer labs, or a public computer at your local library to stay current in-class assignments. If all else fails, and in cases of widespread technology failure, reading and exercise assignments will be made via telephone and/or US Postal Service mail.

RULES FOR ELECTRONIC CHATS/DISCUSSION FORUMS/E-MAILS:

All students are expected to participate in each online discussion forum (both traditional and online students), as well as the occasional "choice" surveys posted online. These count as part of your overall grade (see the course syllabus). All communications with your instructor and other students in the class, whether through an individual e-mail or a group discussion forum/chat, should be courteous and respectful. Please do not use profanity or slurs/insults of any kind. Students are encouraged to express personal opinions and to defend those viewpoints but must also acknowledge others' rights to disagree. A student who crosses the line of acceptable communication will be reprimanded for the first offense. A second offense will result in loss of communication privileges and zeros for any graded assignments that require group student-to-student or group communication. At the third offense, the instructor may file formal disciplinary charges, which can result in withdrawal from the course, suspension from the College, or other actions as deemed appropriate by the College Disciplinary Committee.

DISCLAIMER:

The course syllabus provides a general plan for the course; changes may be necessary pending intervening circumstances that, in the judgment of the instructor, require the addition or deletion of material and/or assignments. Any changes shall be communicated to the students in a timely manner.

Students who are failing in the class are encouraged to meet with the instructor early in the term to review performance and requirements. If you feel that you need assistance, accommodations, or tutoring, please see Student Success Center.

ACADEMIC INTEGRITY:

The primary goal of H. Councill Trenholm State Community College is the promotion of an atmosphere conducive to studying and learning. Those conditions and actions that encourage scholarship are applauded; those conditions and actions that deter or discourage intellectual growth and development are deplored.

The College is committed to maintaining excellence and integrity in all areas of academics, including online classes. Taking tests and completing assignments at home or otherwise in an unmonitored situation can make it tempting to cheat. Please note that your exams will be proctored using a company called **Honorlock**, and you will be required to use a computer with a microphone and webcam. There is no extra cost to the students for this service. Students are required to use Google Chrome or Microsoft Edge for proctored examinations. Students should mimic a traditional testing environment.

Academic Dishonesty is defined as follows:

1. Cheating on an exercise, test, problem, practice, or examination submitted by a student to meet course requirements. Cheating includes but is not limited to the use of unauthorized aids (such as crib sheets, written materials, drawing, cell phones, etc.); copying from another student's work; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty.

2. Plagiarism on an assigned paper, theme, report, or other material submitted to meet course requirements. Plagiarism is the act of using, in one's own work, the work of another without indicating that source.

3. Use of tests or papers prepared by commercial or non-commercial agents and submitted as a student's own work.

Charges of academic dishonesty made against a student by a faculty member will follow the principles of due process. Faculty members must bring charges against a student in writing with the supporting

evidence. A faculty member may choose to deduct points, require a retake or resubmission, or award a grade of zero for an assignment/assessment. Students have the right to appeal an instructor's decision and may contact the instructor's next immediate supervisor. The judicial process will be followed as outlined in student handbook.

If you tried to check out a laptop or Mi-Fi device from the library and they do not have any available, you are welcome to come to campus to use a computer when required to complete an assignment or take an exam using Honorlock. The following locations are available:

- Trenholm Campus Library Tower - Library Computer Lab (2nd Floor Room LT 212)
- Patterson Site Library (Bldg. E - Room E119)
- Building B - Room 139 (Monday – Friday)
- Or you can schedule an appointment with Ms. Melissa Pickett at mpickett@trenholmstate.edu or (334) 420-4390.

INSTRUCTOR CLASS POLICY:

1. All assignments, including homework and computer labs/projects, are due **every Sunday** *(if Sunday is a holiday, then assignments are due on Tuesday).*

2. Students are responsible for the study of all assigned topics in the class. Students will have quizzes, a midterm exam, and a final exam. Students are expected to take quizzes and exams by the scheduled dates. **There are *NO* make-ups.**

3. It is the responsibility of the student to complete satisfactorily all homework assignments.

4. You must have an electronic mail account. We will use a platform called ***Canvas*** for this course. Assignments, notices, and changes to the course will be sent via e-mail and/or posted in ***Canvas***. Assignments are to be uploaded in Canvas —**NO HARD COPIES**. You are held accountable for reading, responding, and effectively managing your mail account responsibly and promptly. I would strongly suggest checking your e-mail and logging into Canvas a minimum of 3 times per week.

5. Each student is required to present a valid photo ID (driver's license, military ID, student ID, State ID, etc.) at the orientation, midterm exam, and final exam sessions to verify that the student who earns credit for the coursework is indeed the same person who performs the coursework.

Weekly Chapter Assignment (30%)

The course uses an online homework platform (Cengage). To access the online platform, students are required to purchase the access code. If students purchase the Cengage Unlimited option, this will be included in their package. Students will be required to complete their homework by the designated dates listed in the **course outline**. In addition to the course outline, students should frequently check canvas several times throughout the week for updates and changes.

Midterm (20%)

Midterm exams will be completed online and proctored by ***Honorlock***.

Cumulative Exams (20%)

At the conclusion of each section, students are to complete the cumulative exams online and are not

proctored.

Final Exam (30%)

The final exam will be completed online, proctored, and encompass all chapters that were outlined in the course outline.

COURSE OUTLINE/CALENDAR:

WEEK#	Activity	Items Due
1	Attendance Verification and Introduction Discussion	January 11
2	Chapter 1 and 2 Assignments	January 18
3	Chapter 3 and 4 Assignments	January 25
4	Chapter 5 Assignments + Cumulative Exam	February 1
5	Chapter 7 Assignments	February 8
6	Chapter 8 Assignments	February 15
7	Chapter 9 and 18 Assignments	February 22
8	Chapter 19 Assignments	March 1
9	Chapter 20 Assignments	March 8
10	**Midterm: Honorlock**	March 15
11	**Chapter 21 Assignments**	March 22
12	Spring Break	March 29
13	Chapter 22 assignments + Cumulative Exam	April 5
14	Chapter 41 Assignments	April 12
15	Chapter 45 Assignments	April 19
16	**Final Exam: Honorlock**	April 26
17		Classes end May 5

INSTITUTIONAL POLICIES

DISABILITY POLICY:

H. Councill Trenholm State Community College complies with the provisions of the Americans with Disabilities Act (ADA) of 1990, which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications.

It is the policy of H. Councill Trenholm State Community College to provide special assistance and accommodations to those students who require assistance in testing, course and program planning, and registration. If you have any type of disability that may require accommodations to succeed in this course or this program, it is your responsibility to inform your instructor and/or the ADA Coordinator so that you and he or she can plan for such accommodations. You may inform your instructor after class, or you may contact the ADA coordinator on your campus.

SEXUAL HARASSMENT POLICY:

H. Councill Trenholm State Community College affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful. Therefore, the College will not tolerate any verbal or physical conduct that constitutes sexual harassment of any employee or student. Such behaviors are prohibited by Federal regulations, which state:

"Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual behaviors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

H. Councill Trenholm State Community College deplores such conduct as an abuse of authority, and thus it is an official institutional policy that sexual harassment of employees and/or students will not be tolerated. The College accepts the proposition that sexual harassment, like any civil rights violation, generates a harmful environment. The administration of the College will act positively to investigate alleged harassment and to effect remedy when an allegation is determined to be valid.

Complaints about sexual harassment should be registered in the office of the Title IX Coordinator on your campus.

SOFT SKILLS/WORK ETHICS EXPECTATIONS FOR STUDENTS

As a student, you are expected to:

- Attend each scheduled class period and be in class on time.
- Complete assignments on time.
- Prepare for class by reading assignments, completing homework, and bringing to class all necessary supplies and/or equipment. Evidence of this will be a class presentation, instructor observations, lab assignments, and testing and evaluation.
- Demonstrate proper use of time by beginning and ending work as expected, observe policies on break and lunch periods, and use work time appropriately.
- Encourage and facilitate cooperation, pride, trust, and group identity, as well as foster commitments and team spirit.
- Display a high level of effort and commitment to performing work, operate effectively within the defined structure, and demonstrate trustworthiness and responsible behavior.
- Participate in activities by contributing to class discussions, completing assignments, and being involved in lab activities.
- Observe established policies on safety and notify proper authorities of circumstances or situations that present potential safety hazards.
- Use all equipment and tools in a safe and proper manner. Do not use or knowingly permit others to use tools and equipment improperly.
- Present a neat, clean appearance, dress appropriately, practice personal hygiene, and wear clothing suitable to the job task and environment based on customers served.
- Communicate accurate information to others in a professional and courteous manner, convey a willingness to assist, work to resolve conflicts and to identify solutions in which all parties benefit, and demonstrate concerns for treating people fairly and equitably.
- Display a willingness to cooperate and accept constructive feedback. Treat your instructor and classmates with respect, courtesy, and tact.

STATEMENT OF RECEIPT BY STUDENT

I verify that my instructor has provided me with a copy of the syllabus for this course. I verify that I have been advised of the course content and course requirements. Additionally, I verify that I have read the course participation, disability, sexual harassment, and academic dishonesty policies.

*Confirm your receipt of this syllabus in the "Syllabus Receipt" discussion in Canvas. If you do not complete the Syllabus Receipt Discussion by 11:59 p.m. on _____, you will be reported as a no show and removed from the course roster.