

Syllabus for  
**BUS 326—Business Law II**  
3.0 Credit Hours  
Spring 2022

I. COURSE DESCRIPTION

Business Law I is the introductory course of a two-semester study of law as it affects business- and commerce in the United States. The scope of study includes an overview of the development and function of law-jurisprudence and procedure-as well as the basic features of constitutional law, criminal law, torts, contracts and property. Law is approached as a set of "enforceable rights."

Prerequisite: BUS 325 and junior standing.

II. STUDENT LEARNING OUTCOMES FOR THIS COURSE

After completing this course successfully, students will be able to:

- A. Discuss sales of goods, warranties, and products liability.
- B. Explain negotiable instruments.
- C. Appraise secured transactions.
- D. Discuss general principles of agency and employment.
- E. Appraise partnerships, limited partnerships, joint ventures, and LLC's.
- F. Discuss the role of administrative law and agencies.

III. ASSOCIATED PROGRAMS

This course meets degree completion requirements for all **College of Business** programs. This course meets the following **College of Business** program outcomes:

- A. Christian Worldview (COB 1): Apply and identify appropriate business behaviors for Christian business practitioners through the integration of Christian worldview and professionalism.
- B. Business Knowledge and Application (COB 2): Apply business theories and concepts of the core functional areas of business (accounting, marketing, management, finance, and economics) in an integrated manner.
- C. Oral Communication (COB 3): Apply and use effective oral communication skills in the context of business through formal or informal oral presentation and/or other business-related projects requiring oral communication.
- D. Teamwork and Collaboration (COB 4): Apply and demonstrate an ability to collaborate as part of a team in order to solve business problems or achieve a common goal
- E. Written Communication (COB 5): Apply and use effective written communication skills in the context of business through formal or informal reports, papers, or other written business-related projects.

IV. UNIVERSITY OUTCOMES

This course aligns with the following University Outcomes as indicated on the last page Spiritual Integrity

- A. Spiritual Integrity
- B. Personal Resilience
- C. Intellectual Pursuit
- D. Global Engagement
- E. Bold Vision

## V. TEXTBOOKS AND OTHER LEARNING RESOURCES

### Required Textbook:

MindTap for Clarkson/Miller's Business Law: Text & Cases  
15th Edition © 2021

Please discuss acquiring MindTap with the ORU Campus bookstore before purchasing directly with Cengage.

## VI. POLICIES AND PROCEDURES

### A. **Department** Policies and Procedures

#### 1. COB Attendance Policy

- a. Attendance is mandatory and is taken at the beginning of class. All students who miss class including those who are administratively excused are expected to obtain class notes and materials and to turn in assignments within a reasonable time period determined by the professor. In business, employees are allowed personal days or sick leave to be absent from the job without penalty. Similarly, students may miss class up to the number of times per week a class meets without penalty (see table below). This allowance is for illness, personal business, and/or emergencies. The professor has the discretion to excuse any absence beyond those described above.
- b. If a student has excessive unexcused absences, a penalty will be assessed as follows:

Number of days the class meets per week	Number of absences not resulting in a penalty	For each additional day the student incurs an unexcused absence beginning with absence number:	The student's total number of points will be reduced by*:
3	3	4	2%
2	2	3	3%
1	1	2	7%

\*Based on a 15 week semester and the number of days per week the class meets.

- c. Whether excused or unexcused, excessive absences may negatively impact the student's performance/grade and may cause the student to fail the course.
  - d. There are no bonus points for perfect attendance.
- #### 2. Tardy Policy
- a. Tardy is defined as missing any portion of class.
  - b. Being consistently tardy to class is disruptive to the class and disrespectful to the professor and to fellow class members. This type of behavior is unacceptable in business. Thus, three unexcused tardies will be equal to one unexcused absence.
  - c. Coming in 10 minutes late or later counts as a full absence.
  - d. To not be counted absent altogether, the student is responsible to inform the professor that he/she was tardy immediately following that class.
- #### 3. Medical or Administratively Excused Absences
- a. A written excuse from the proper authority must be given to the professor in the class that the student returns. Written excuses submitted late will count as a tardy for those classes. No credit will be given for

- written excuses submitted more than two weeks after returning to class.
  - b. Note that illness is not an excused absence unless hospitalization kept the student from attending class.
  - c. The student is responsible for securing any hand-outs issued during the absence.
- 4. Unexcused Absences and Tardies
  - a. There will be no make up for in-class assignments or quizzes with an unexcused absence or tardy.
- 5. Missed Exams, Quizzes, and Assignments
  - a. Exams missed during an excused absence must be taken within one week of returning to class to avoid penalty.
    - (1) The professor must be notified prior to class that the exam will be missed.
    - (2) It is the student's responsibility to schedule the make up exam with the professor.
    - (3) Proper documentation must be received to attain eligibility to take the exam. This includes an administrative excuse or a doctor's note.
    - (4) Note that illness is not an excused absence unless hospitalization kept the student from attending class at the time the exam was given. (Students who qualify for make up exams must notify their instructor in writing that they are going to miss the exam at least 24 hours before the regular scheduled exam is administered; appointments for make up exams must also be made 24 hours in advance.) Administrative excuses should be given prior to the test; doctor's notes should be received upon arrival back to the classroom.
    - (5) Failure to comply with the above criteria forfeits the right of the student to make up the missed exam.
  - b. If a student misses an exam because of an unauthorized absence, make up is at the discretion of the professor.
    - (1) If a make up is allowed, students will incur a 10% reduction in points.
    - (2) Unexcused absence make up exams must be taken promptly.
  - c. Quizzes missed as a result of an excused and administratively excused absence must be made up upon return to class.
    - (1) Quizzes and their allocated points cannot be made up due to an unexcused absence
  - d. Assignments missed due to an excused absence must be submitted upon arrival back to the classroom.
  - e. Class projects are due at the beginning of class on the assigned date and must be submitted in hard copy form unless otherwise noted.
    - (1) Late assignments will receive a zero.
- 6. Dress Code
  - a. Students are expected to meet the University's requirement as it pertains to dress code (i.e. NO shorts, sweats, etc.). Students appearing out of dress code may be asked to leave the class until proper attire is worn.
  - b. As a student participating in a business course, the College of Business holds its students accountable to a higher dress code. To this extent, no hats are permitted in the classroom.
  - c. Failure to adhere to the dress code can result in a deduction of points.
  - d. Devices, such as headphones, must be kept off of the ears while in class.
- 7. Cellular Phone and Other Electronics

- a. Students are expected to behave professionally in class and are not permitted to use their cellular phone or other electronics during class unless specifically requested by the professor.
  - b. Inappropriate use of cellular phones or other electronics is disruptive and may result in dismissal from class and an unexcused absence.
  - c. Prior to the beginning of class, students may request an exception to this policy if some type of extenuating circumstance exists. However, it is the responsibility of the student to notify the professor prior to class.
  - d. Unless specifically stated by the professor, cellular phones and other electronics are not allowed during exams. Students caught using these devices during exams will be penalized at the discretion of the professor.
8. D2L and e-mail
- a. Assignments, announcements, changes to this syllabus and other communication from the instructor, from time to time, may be made via D2L and/or the student's e-mail address. Students are required to review D2L and e-mail daily.
9. Video or audio recording during class:
- a. No video or audio recording of the instructor or guest speakers is allowed in class under any circumstances without the explicit written permission of the instructor and/or guest speaker.
10. Dropping the Course
- a. It is the student's responsibility to maintain his/her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to arrange for a change of registration (drop/add) may easily result in a grade of F on the official transcript.

**B. Course Policies and Procedures**

1. Evaluation procedures
 

Grade Distribution:	Approximately
Quizzes, In-class Assignments, Class Points, Homework, etc.	115 points
MindTap	185 points
Final Examination	<u>200 points</u>
<b>TOTAL</b>	<b>500 points</b>

  

Grading System	
90% of total points	A
80% of total points	B
70% of total points	C
60% of total points	D
Below 60% of total points	F
2. Special Academic Accommodations
  - a. While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations. Please contact the appropriate ORU authority for instructions on how to gain special academic accommodations.
3. Eating in class distracts others and is therefore prohibited.
4. Missing 10 minutes or more of class results in an absence.
5. Whole Person Assessment requirements: None
6. All electronic submissions must be submitted in Microsoft office format to be accepted for grading, unless stated otherwise. Submitting in any other format will result in no points.

7. Modifications
  - a. The instructor reserves the right to modify, change, or waive any part of the syllabus or the evaluation criteria for this course. The instructor will provide notification of any modifications should they take place.
8. Coronavirus
  - a. All faculty members and students are expected to be face-to-face in the classroom except under conditions provided in the ORU Fall 2020 Coronavirus Response Plan, which can be found at
9. Respondus LockDown Browser and Webcam Requirement
  - a. You will be responsible for installing the Respondus LockDown browser and providing a webcam and microphone for online proctoring. The Respondus browser is only available for Windows and Macintosh systems.
10. A violation of anything in this syllabus may result in a loss of points.
11. REMOTE LIVE ATTENDANCE REQUIREMENTS
  - a. Please review the syllabus guidance, in this same document, and note that proper attire must be worn.
  - b. The camera must be on for the entire class. If the camera is turned off, the student will be marked as absent.
  - c. Students should login to the class 5 minutes before the class is to begin. Students will be counted tardy for logging in after class has started. If a student is more than 10 minutes late, the student will be counted as absent for the entirety of the class.
  - d. Students should be actively engaged in the course and be prepared to respond to questions.

VI. COURSE CALENDAR - See D2L site for updates

A. Tentative Course Calendar - See D2L site for updates

Week	Topic
Week 1	Introduction/Syllabus
Week 2	Chapter 25 Negotiable Instruments
Week 3	Chapter 26 Transferability and Holder in Due Course
	Chapter 30 Secured Transactions
Week 4	Chapter 31 Bankruptcy Law
	Chapter 45 Environmental Protection
Week 5	Chapter 32 Agency Formation and Duties
	Chapter 33 Agency Liability and Termination
Week 6	Chapter 34 Employment, Immigration, and Labor Law
Week 7	Chapter 36 Small Businesses and Franchises
	Chapter 37 All Forms of Partnerships
Week 8	Chapter 38 Limited Liability Companies and Special Business Forms

Week 9	Chapter 42 Investor Protection, Insider Trading, and Corporate Governance
Week 10	Chapter 46 Antitrust Law
Week 11	Chapter 43 Administrative Agencies
	Chapter 44 Consumer Law
Week 12	
	Chapter 51 Wills and Trusts
Week 13	Chapter 47: Professional Liability and Accountability
	Chapter 48 Personal Property and Bailments
Week 14	Chapter 49 Real Property and Landlord-Tenant Law
Week 15	Comprehensive Final

**Primary Program: All College of Business Programs**  
**BUS 326—Business Law II**  
**Spring 2022**

This course contributes to the University and program outcomes as indicated below:

**Significant Contribution** – Addresses the outcome directly and includes targeted assessment.

**Moderate Contribution** – Addresses the outcome directly or indirectly and includes some assessment.

**Minimal Contribution** – Addresses the outcome indirectly and includes little or no assessment.

OUTCOMES	Significant Contribution	Moderate Contribution	Minimal Contribution
<b>Spiritual Integrity</b>			
Course Outcome...			
College of Business Outcome 1			<b>X</b>

<b>Personal Resilience</b>			
Course Outcomes...			
College of Business Outcome 3			<b>X</b>

<b>Intellectual Pursuit</b>			
Course Outcome...			
College of Business Outcome 2		<b>X</b>	
College of Business Outcome 3		<b>X</b>	
College of Business Outcome 4		<b>X</b>	
College of Business Outcome 5		<b>X</b>	

<b>Global Engagement</b>			
Course Outcome...			
College of Business Outcome 3			<b>X</b>

<b>Bold Vision</b>			
Course Outcome...			
College of Business Outcome 2			<b>X</b>
College of Business Outcome 3			<b>X</b>

(Revised 9/23/21)