



# SYLLABUS

**BSAD 341 Business Law**

202141

# BSAD 341 Business Law

## School of Distance Education

### Self-Paced Format

This course follows a self-paced online format. You have 180 days from your selected start date to complete the course. The last day to withdraw with a full refund is 15 days after your start date.

### Instructor Contact

Please refer to course in Learning Hub for the teacher contact information.

### Communication with the Instructor

It is important to remember that while the Internet is available 24 hours a day, your instructor is not. You can expect that your instructor will respond to e-mail message to you within *2 business days* during the week and may not be available to respond on weekends.

### Other Assistance

Username and password assistance	<a href="mailto:helpdesk@andrews.edu">helpdesk@andrews.edu</a>	(269) 471-6016
Enrollment and withdrawal questions	<a href="mailto:sderegister@andrews.edu">sderegister@andrews.edu</a>	(269) 471-6323
Technical assistance with online courses	<a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a>	(269) 471-3960
Exam requests and online proctoring	<a href="mailto:sdeexams@andrews.edu">sdeexams@andrews.edu</a>	(269) 471-6566
Distance Student Services - any other questions	<a href="mailto:sdestudents@andrews.edu">sdestudents@andrews.edu</a>	(269) 471-6566

## Part 1: Course Information

### Course Descriptions

Introduction to general legal principles concerning business organizations, property laws, employment regulation, agency laws, business torts and crimes, constitutional law, regulation of negotiable instruments and contracts, and the Uniform Commercial Code.

### Required Text/Material

**Note:** Textbooks for online courses may be purchased from any supplier. For financial aid in payment, contact your financial advisor at the university where you are completing your degree. Andrews University degree students who have confirmed that funds are available will then purchase the books themselves and send receipts to their financial advisor for reimbursement.

Miller, Roger LeRoy, Business Law Today, The Essentials: Text and Summarized Cases, 13th Edition, 2022, Paperback ISBN 9780357635223. eBook ISBN 9780357635377

### Credit Hour and Commitment

This course is offered for 3 semester credits; therefore it is expected that you will spend 135 total hours on this course. This course has 16 modules with 14 lessons, 2 exams and assignments and blog questions for each module. Each module represents a week of a typical semester course. It is recommended that you budget 9 hours for studying and completing the activities for each module. There are suggested schedules to accomplish this work included in this syllabus. The student will leave this course with an understanding of what business ethics is, what kinds of issues it deals with, and how business ethics issues can be analyzed. The goal is not unanimity of opinion—on almost all issues in this course, there will be genuine

disagreement about the appropriate answer. The goal is to learn how to analyze these questions and how to be able to justify one's answer in rational terms. To achieve this goal, you'll spend your time reading, accessing instructional materials, interacting with your instructor and classmates via blog questions, writing case analysis, and taking quizzes and a mid-term and final exam.

### **Program Learning Outcomes**

1. Students will identify the major theory and concepts of business across business functional areas.
2. Students will incorporate relevant quantitative and qualitative data in the analysis.
3. Students will be able to identify relevant business theories in analyzing business issues and apply appropriate theories in addressing business issues.
4. Students will be able to deliver oral presentations clearly, confidently, and in an organized format, and present their written thoughts in a coherent narrative to articulate complex ideas.
5. Students will be able to identify Christian perspectives when approaching business issues and understand the Judea-Christian foundation of personal and professional integrity, ethics, accountability, and experience positive Christian growth.

### **Student Learning Outcomes**

1. Describe the court and court procedures and the regulation of business by government.
2. Understand how to set up various business organizations and deal with liability issues
3. Understand how to operate a business in accordance with the various applicable state and federal statutes as well as with the rules and regulations of Administration law.
4. Understand how to operate a business in accordance with the various applicable state and federal statutes
5. Evaluate how to operate a business in accordance with the mandates of the U.S. Constitution
6. Analyze whether a business is operating in accordance with the accepted rules of business ethics and the Christian principles of approaching business.

## **Part 2: Course Methods and Delivery**

### **Methods of Instruction**

Methods of instruction include assigned readings from the textbook and the course material, short essays and reflections on the reading, short open book quizzes on the readings, Blogs, case studies and two exams. Regular participation in the course is essential to good performance.

### **Technical Requirements**

- Computer: PC (Win 7 or newer) or MAC (10.6 or better)
- A webcam with microphone, and speakers (or plug in headset)
- Internet: 2.4 Mbps or faster DSL, cable or Wi-Fi connection
- Browser: Current version of Chrome or Firefox (Safari is not compatible with LearningHub)
- Software: MS Office 2013 or newer ([student copy here](#))

## LearningHub Access

This course is delivered online through LearningHub at <http://learninghub.andrews.edu>

Your username and password are your Andrews username and password. You need to activate your username and password to access LearningHub.

Please do this online here: <https://vault.andrews.edu/vault/pages/activation/information.jsp> if you haven't already. If you need assistance, call or email us: (296) 471-6016 or <mailto:helpdesk@andrews.edu>.

If you need technical assistance at any time during the course, or to report a problem with LearningHub, please email [dlit@andrews.edu](mailto:dlit@andrews.edu) or call (269) 471-3960.

## Part 3: Course Requirements

**Important Note:** Activity and assignment details will be explained in detail within each learning module. If you have any questions, please contact your instructor.

### Your Schedule

In Learning Hub, you will access online lessons, course materials, and resources. This course is self-paced. You must complete the course within 180 days. This is the Consortium policy. You may have a stricter deadline imposed by graduation, financial aid, or other restrictions.

Start by creating a schedule for completion of the course.

- Determine your deadline. Do you need a transcript sent to your home institution?
- Working from your deadline, count backwards. Allow 2 weeks after you take your final exam for your final grade to be calculated. Allow another 2 weeks for the transcript to be processed and sent.
- Now use the suggested schedules to create a schedule for yourself that ensures completion 4 weeks before your deadline.

Submit your course plan to your instructor within Learning Hub AND discipline yourself to make regular progress.

### Assessment Descriptions

#### Case Analysis

There are five case analyses. Students should address the general aspects of the case based on the indicated questions.

Case Analysis will be graded based on the Writing Evaluation Rubric.

#### Quizzes

20 T/F questions addressing all unit Chapters assigned content. For assessment of quizzes, see the Letter Grade Assignment.

#### Blogs

During this course, students will participate in a total of eight discussion blogs addressing questions related to the topics of the course. APA citing is required. A post should be at least one paragraph long. It is vital to follow the samples, go in depth and cite or points are lost. Please do not post outside questions on the blogs either. Feel free to use email for questions.

## Rubrics

### Rubric for Writing Evaluation

SCORE	PURPOSE AND AUDIENCE Weight: 25%	ORGANIZATION Weight: 25%	DEVELOPMENT Weight: 25%	LANGUAGE Weight: 25%
A 90-100 Points	Addresses purpose effectively, uses assignment to explore topic's intrinsic interest, shows full understanding of issues, engages audience, establishes credibility, uses headings, format and citation in APA style (where relevant) effectively	Focuses consistently on clearly expresses central idea, uses paragraph structure and transition guide reader effectively	Explores ideas vigorously, supports points fully using a balance of subjectivity and objective evidence, reasons effectively making useful distinctions.	Employs words with fluency, develops concise standard English sentences, balances a variety of sentence structures effectively
B 80-89 Points	Adheres to purpose, Fulfills assignment, shows adequate understanding of key issues, style is appropriate to intended audience, presentation is readable, format is correct.	Central idea is clear, paragraph structure is adequate, some problems with consistency, logic or transitions	Supports most ideas with effective examples and details, finds suitable balance between references to personal and external evidence, makes key distinctions.	Word forms are correct, sentence structure is effective, applies standard English grammar and mechanics
C 70-79 Points	Waivers in purpose, incompletely addresses assigned topics or directions, shows more need to examine issues, style varies, and visual presentation is ragged.	Loose focus on central idea, contains some repetition and digression, structure needs work	Presents ideas in general terms support for ideas is inconsistent or unsuitably personal or distant, some distinctions need clarifications, reasoning unclear.	Word forms and sentence structures are adequate to convey basic meaning, errors cause noticeable distraction
D 60-69 Points	Purpose unclear, failure to address topic or directions, weak group of issues, inappropriate style, careless or messy visual presentation	Does not focus on central idea, contains many repetitions and digression, very weak structure.	Most ideas unsupported, confusion between personal and external evidence, unclear use of distinctions or levels of generality	Word use is weak, sentence structures are uneven, errors are very distracting
F 59-0 Points	Purpose unclear, does not address topic or directions, does not address issues, inappropriate style, careless or messy visual presentation	No central idea, no clear logic or focus, many repetitions or digressions, lack of structure	Ideas are unsupported, confusion between personal and external evidence, no distinctions between levels of generality,	Word use is unclear, sentence structures inadequate for clarity, errors seriously distracting

## Exams

There are 2 exams for this course. The midterm exam covers material from Lessons 1-8 and is made up of multiple-choice questions and worth 100 points. You will be allowed 120 minutes to take this exam. The midterm exam is worth 20% of your grade. The final exam covers material from Lessons 9-16 and is made up of multiple-choice questions and worth 80 points. You will be allowed 120 minutes to take this exam. The final exam is worth 20% of your grade. Both exams require proctoring.

Follow prompts in the course space to set up your exam session. In each module that contains an exam, you will find what to review and what materials are allowed (if any) during the exam.

Please read the important information about taking exams and how online proctoring works at [www.andrews.edu/distance/students/exams.html](http://www.andrews.edu/distance/students/exams.html). The follow the instructions that apply to your situation on the [exam request form](#) to set up your exam session.

Please note that an exam code is never released to the student. All students must present photo identification before each exam session. Exams can only be proctored after a deadline with approval directly from the instructor to the Testing Center ([sdeexams@andrews.edu](mailto:sdeexams@andrews.edu) or 269-471-6566). No exam is returned to the student for review. The instructor, to aid studying for future exams can provide feedback on exams.

**Suggested 8-week Schedule:**

Module	Lessons	Readings	Assignments	Outcomes Met
Intro	These items will need to be completed before you will have access to the rest of the course	Orientation Course Overview Introductions Academic Integrity	Schedule Introduce Yourself Academic Integrity Quiz Academic Integrity Statement	
1	Summarize Sources of American Law, Common Law, and Classifications of Law. Analyze the Constitutional Powers of Government	Ch. 1 Legal and Constitutional Foundations of Business	Introduction Blog 1	SLO 1, 3
	Examine ADR and the Judiciary's Role in American Government.	Ch. 2 Courts and Alternative Dispute Resolution Ch. 4 Tort Law and Ch. 7 Criminal Law and Cyber Crime (pg. 195- 199)	Quiz 1	SLO 2, 5
2	Distinguish between Trademarks, patents, and Copy Rights.	Ch. 5 Intellectual Property Rights Ch. 6 Internet Law, Social Media and Privacy (pg. 161- 166)	Online Course Survey: How is it going?	SLO 2, 5
	Illustrate the differences between Civil and Criminal Law. Describe Defenses to Criminal Liability and the Criminal Process.	Ch. 7 Criminal Law and Cyber Crime (pg. 183-195)	Blog 2 Case Analysis 1 Quiz 2	SLO 2, 5, 6
3	Classify Computer and Cyber Crime, as well as Cyber Crime against Persons and Property. Distinguish methods used to fight Cyber Crime	Ch. 7 Criminal Law and Cyber Crime (pg. 195-199)	Case Analysis 2	SLO 5, 6
	Identify the stages of Ethical Decisionmaking Evaluate Ethical Transgressions by Financial Institutions	Ch. 3 Ethics in Business	Blog 3 Quiz 3	SLO 5, 6
4	Describe the nature and classes of contracts, what constitutes offer and acceptance as well as defective agreements	Ch. 8 Agreement and Consideration in Contracts (pg. 200-218)		SLO 1-6
	<b>PROCTORED MIDTERM EXAM (CHAPTERS 1-8)</b>			SLO 1-6
5	Analyze the capacity to identify illegal agreements and the form of contracts Describe third parties to contracts and the termination of contracts.	Ch. 8 Agreement and Consideration in Contracts (pg. 218-225) Ch. 9 Capacity, Legality, and Enforceability	Blog 4 Quiz 4	SLO 2, 6
	Demonstrate understanding of the scope of the UCC and Articles 2. Outline Formation of Sales and Lease Contracts Explain the types of commercial paper, negotiation and discharge, holders in due course, and defenses. Identify types of Instruments and Requirements for Negotiability	Ch. 11 Sales and Lease Contracts Ch. 13 Negotiable Instruments	Case Analysis 3	SLO 1, 3, 4

Module	Lessons	Readings	Assignments	Outcomes Met
6	Describe Sources and Principles for doing Business Internationally	Ch. 25 International and Space Law (pg. 693-706)	Blog 5 Quiz 5	SLO 1, 3, 4
	Explain an Agent's Authority Summarize what an Agency is and how it is created, its liabilities and its operation and dissolution.	Ch. 16 Agency Relationships in Business		SLO 2, 4, 6
7	Evaluate Discrimination based Age, disability and possible Defenses to Employment Discrimination.	Ch. 17 Employment Law (pg. 497-98 & 501-02)	Blog 6 Quiz 6 Case Analysis 4	SLO 2, 4, 6
	Discuss Partnership Formation, Operations, and Termination. Differentiate between Limited Liability partnerships and Limited Partnership.	Ch. 18 The Entrepreneur's Options		SLO 4, 5
8	Summarize the Securities Act of 1933 and Securities Exchange Act of 1934. Categorize State Security Laws and Corporate Governance.	Ch. 20 Investor Protection, Insider Trading and Corporate Governance	Blog 7 Quiz 7 Case Analysis 5	SLO 1, 3, 5
	<b>PROCTORED FINAL EXAM (CHAPTERS 8, 9, 11, 13, 16, 17, 18, 20, 25)</b>			SLO 1-6

### Suggested 16-week Schedule:

Module	Lessons	Readings	Assignments	Outcomes Met
Intro	These items will need to be completed before you will have access to the rest of the course	Orientation Course Overview Introductions Academic Integrity	Schedule Introduce Yourself Academic Integrity Quiz Academic Integrity Statement	
1	Summarize Sources of American Law, Common Law, and Classifications of Law. Analyze the Constitutional Powers of Government	Ch. 1 Legal and Constitutional Foundations of Business	Introduction Blog 1	SLO 1, 3
2	Examine ADR and the Judiciary's Role in American Government.	Ch. 2 Courts and Alternative Dispute Resolution Ch. 4 Tort Law and Ch. 7 Criminal Law and Cyber Crime (pg. 195-199)	Quiz 1	SLO 2, 5
3	Distinguish between Trademarks, patents, and Copy Rights.	Ch. 5 Intellectual Property Rights Ch. 6 Internet Law, Social Media and Privacy (pg. 161-166)	Online Course Survey: How is it going?	SLO 2, 5
4	Illustrate the differences between Civil and Criminal Law. Describe Defenses to Criminal Liability and the Criminal Process.	Ch. 7 Criminal Law and Cyber Crime (pg. 183-195)	Blog 2 Case Analysis 1 Quiz 2	SLO 2, 5, 6
5	Classify Computer and Cyber Crime, as well as Cyber Crime against Persons and Property. Distinguish methods used to fight Cyber Crime	Ch. 7 Criminal Law and Cyber Crime (pg. 195-199)	Case Analysis 2	SLO 5, 6

Module	Lessons	Readings	Assignments	Outcomes Met
6	Identify the stages of Ethical Decisionmaking Evaluate Ethical Transgressions by Financial Institutions	Ch. 3 Ethics in Business	Blog 3 Quiz 3	SLO 5, 6
7	Describe the nature and classes of contracts, what constitutes offer and acceptance as well as defective agreements	Ch. 8 Agreement and Consideration in Contracts (pg. 200-218)		SLO 1-6
8	<b>PROCTORED MIDTERM EXAM (CHAPTERS 1-8)</b>			SLO 1-6
9	Analyze the capacity to identify illegal agreements and the form of contracts Describe third parties to contracts and the termination of contracts.	Ch. 8 Agreement and Consideration in Contracts (pg. 218-225) Ch. 9 Capacity, Legality, and Enforceability	Blog 4 Quiz 4	SLO 2, 6
10	Demonstrate understanding of the scope of the UCC and Articles 2. Outline Formation of Sales and Lease Contracts Explain the types of commercial paper, negotiation and discharge, holders in due course, and defenses. Identify types of Instruments and Requirements for Negotiability	Ch. 11 Sales and Lease Contracts Ch. 13 Negotiable Instruments	Case Analysis 3	SLO 1, 3, 4
11	Describe Sources and Principles for doing Business Internationally	Ch. 25 International and Space Law (pg. 693-706)	Blog 5 Quiz 5	SLO 1, 3, 4
12	Explain an Agent's Authority Summarize what an Agency is and how it is created, its liabilities and its operation and dissolution.	Ch. 16 Agency Relationships in Business		SLO 2, 4, 6
13	Evaluate Discrimination based Age, disability and possible Defenses to Employment Discrimination.	Ch. 17 Employment Law (pg. 497-98 & 501-02)	Blog 6 Quiz 6 Case Analysis 4	SLO 2, 4, 6
14	Discuss Partnership Formation, Operations, and Termination. Differentiate between Limited Liability partnerships and Limited Partnership.	Ch. 18 The Entrepreneur's Options		SLO 4, 5
15	Summarize the Securities Act of 1933 and Securities Exchange Act of 1934. Categorize State Security Laws and Corporate Governance.	Ch. 20 Investor Protection, Insider Trading and Corporate Governance	Blog 7 Quiz 7 Case Analysis 5	SLO 1, 3, 5
16	<b>PROCTORED FINAL EXAM (CHAPTERS 8, 9, 11, 13, 16, 17, 18, 20, 25)</b>			SLO 1-6

### Completing Assignments

All assignments for this course will be submitted electronically through LearningHub unless otherwise instructed. Assignments and exams must be completed **within 180 days** of course registration date. This timeframe is subject to change depending on deadlines set by your home institution.

## Part 4: Grading Policy

### Graded Course Activities

Percent %	Description
25	Blogs (7)
10	Quizzes (7)
25	Case analysis (5)
40	Exams (2)
<b>100</b>	<b>Total Percent Possible</b>

### Viewing Grades in Moodle

- Click into the course.
- Click on the **Grades** link in Administration Block to the left of the main course page.

### Letter Grade Assignment

Letter Grade	Percentage
A	93-100%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%

Letter Grade	Percentage
C+	78-79%
C	73-77%
C-	70-72%
D	60-69%
F	0-59%

## Part 5: Course Policies

### Withdrawal and Incomplete Policies

The current withdrawal policy can be found online at <https://www.andrews.edu/distance/students/gradplus/withdrawal.html>. The incomplete policy is found online at <http://www.andrews.edu/weblmsc/moodle/public/incompletes.html>.

### Maintain Professional Conduct Both in the Classroom and Online

The classroom is a professional environment where academic debate and learning take place. Your instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication. Students have the right and privilege to learn in the class, free from harassment and disruption.

### Academic Accommodations

Students who require accommodations may request an academic adjustment as follows:

1. Read the Andrews University Disability Accommodation information at <https://www.andrews.edu/services/sscenter/disability/>
2. Download and fill in the disability form at <http://www.andrews.edu/services/sscenter/disability/accommodationsreqform.pdf>. Preferably type answers. To save a digital copy, 1) print to file and save or 2) print and scan. Email the completed form and disability documentation (if any) to [success@andrews.edu](mailto:success@andrews.edu) or fax it to (269) 471-8407.

3. Email [sdestudents@andrews.edu](mailto:sdestudents@andrews.edu) to inform the School of Distance Education that a disability has been reported to Student Success.

### **Commitment to Integrity**

As a student in this course, and at the university, you are expected to maintain high degrees of professionalism, commitment to active learning, participation in this course, and integrity in your behavior in and out of this online classroom.

### **Commitment to Excellence**

You deserve a standing ovation based on your decision to enroll in, and effectively complete this course. Along with your pledge of “commitment to Integrity” you are expected to adhere to a “commitment to excellence.” Andrews University has established high academic standards that will truly enhance your writing and communication skills across the disciplines and in diverse milieu with many discourse communities in the workplace.

### **Honesty**

Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student’s academic standing. Lessons may be discussed with other students, tutors may help to guide a student’s work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual response must be the student’s own work. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.

Any violation of this policy will be taken before the Higher Education Academic and Curriculum Committee for appropriate punitive action.