

BOWIE STATE UNIVERSITY
COLLEGE OF BUSINESS
DEPARTMENT OF ACCOUNTING, FINANCE AND ECONOMICS
BUSINESS LAW II BUAD 351.001 (1613) – 3 CREDITS
SPRING SEMESTER 2019 – 1/28/2019 to 5/23/2019
Room 2215 - Center for Business and Graduate Studies – 1:00-1:50

COURSE SYLLABUS

Instructor: Adjunct Faculty Dominique S. Moore, Esq.
Phone: 202-262-7285
E-mail: dominiquesmoore@comcast.net
Office Hours – Mondays and Wednesdays by appointment

Please note that this syllabus is subject to change, including supplementary materials that may be handed out in the future and will become part of this syllabus.

- I. **COURSE PURPOSE:** This course examines basic legal principles, which will enable you to recognize relevant issues and the legal implications of business situations. This course in Business Law is not designed to make you into lawyers. It is designed to help you apply legal concepts and principles to modern business scenarios such that you will be able to solve problems through the use of critical thinking.
- II. **COURSE DESCRIPTION:** This course provides a basic understanding of the principles of business law and their application to commercial activities relating to contracts, agency, torts, property, sales, business organizations, commercial paper, and commercial transactions.
- III. **COURSE PREREQUISITES:** BUAD 350. Permission of the Department.
- IV. **STUDENT LEARNING OUTCOMES:** Upon successful completion of this course, you will be able to:
1. Identify the various business structures and their advantages and disadvantages.
 2. List the elements of corporate organization.
 3. Discuss the nature of partnerships and agency.
 4. Identify creditor's rights and responsibilities.
 5. Understand the basics and classifications of commercial law.
 6. Understand how government regulations, at all levels, impact business.
- V. **REQUIRED MATERIALS and TECHNOLOGICAL CAPABILITIES:** MILLER, BUSINESS LAW, COMMERCIAL LAW FOR ACCOUNTANTS, 13th Ed. – www.cengagebrain.com – ISBN -13:978-1-285-77017-8

VI. ASSIGNMENTS and GRADING PROCEDURES:

1. Quizzes: 20% (4)
2. Tests: 40% (4)
3. Mid-term: 20%
4. Final Examination: 20%
5. Homework: Extra credit

VII. INSTRUCTIONAL MODES: Lecture, Socratic Method, Case Analysis

VIII. COURSE POLICIES and EXPECTATIONS:

You are responsible for reading assigned materials prior to each class session. Lectures will cover the assigned reading and will introduce and discuss related topics. Practical exercises and discussions will be an integral part of the course. You are required to attend each lesson and participate in activities and discussions.

1. **Attendance Policy:** Attendance at all class sessions is mandatory. Of course, exceptions will be made for illness or personal emergency. But you are, in any case, responsible for mastering the course materials and absences will not alter that. Please bear in mind that this is a very quick and intensive course, so if you do miss class sessions, you are likely to fall substantially behind.
 - a. No student is allowed to sit in class **WITHOUT OFFICIALLY REGISTERING FOR THE COURSE**. The student's name should be on the official class roster or the student should carry official proof of registration. It is a violation of University Policy to sit in class without officially registering for the course.
 - b. The bulk of the readings will be from the course text. You will also have supplemental materials. Students are expected to complete all activities, quizzes, assignments, including, but not limited to, assigned readings.
 - c. Students that do not possess and use all required materials for this course are at high risk of failing the course.
 - d. All students are expected to attend classes regularly and promptly. Absences and tardiness can detrimentally impact your grade. Remember! A missed class can be excused but the missed information may never be given in the same way.
 - e. In the event that you miss a class, it is your responsibility to find out what topics were discussed, what additional assignments may have been given, and what material may have been distributed in class.
 - f. Be sure to pay close attention to deadlines—there will be no make up assignments or quizzes, or late work accepted without a serious and compelling reason and instructor approval.
2. **Communication Policy** - You are welcome to call me at the number provided on the syllabus however; my preferred form of communication is email. I will make every effort to respond promptly to your email however please allow at least 48 hours for a response.

3. **Examination Policy** - Examinations must be completed at the scheduled time. At the instructor's discretion, and with appropriate documentation, exceptions may be made.
 - a. The final examination will be comprehensive and may draw upon any and all areas.
 - b. Make-up Tests: Tests must be taken at the scheduled time. The professor retains complete discretion regarding the policy pertaining to examinations missed by students. In other words, students are not entitled to "make up" a missed examination.
 - c. The exams, and quizzes can consist of any of the following formats-- problems, definitions, short essays, and multiple-choice questions.
 - d. Any and all devices that can transmit, receive, record, retrieve, or play back information are prohibited and may not be used during exams, quizzes and tests. Any student who uses the aforementioned for any reason will be guilty of academic dishonesty and will face consequences as stated under the policy on academic dishonesty.
 - e. No absence will be permitted from any scheduled examination without prior written notification to and authorization from the professor and for reasons of health, death in the family, or other emergency. Each unexcused absence from an examination or presentation or any other assignment in which the student is graded will result in a grade of "zero" for that portion of the course.
4. **Recording Class Lectures Policy** - You must request and receive permission from the instructor to conduct audio or video recordings.
5. **Professional Conduct Policy** - Students are required to act in a professional, respectable, and courteous fashion at all times in each and every interaction with other students and with members of the faculty. Please also see the College of Business Student Code of Professional Expectations for further requirements.
6. **Policy on Accommodation** - Students requiring academic accommodations due to a documented disability must present their Faculty Letter from the office of Disability Support Services and speak with the instructor by the end of the second week of the current term. Retroactive accommodation due to a failure on the part of the student to initiate communication and provide documentation will not be provided. All discussions will remain confidential except in the case of communication with the office of Disability Support Services. The office contact information is:

Michael S. Hughes, coordinator
Disability Support Services
Center for Business and Graduate Studies, Room 1328
Phone: 301-860-4067
Fax: 301-860-4086
Email: mhughes@bowiestate.edu

7. **Writing Style Policy** - All written papers should adhere to MLA style.
8. **University Policy on Incomplete Grades** - Although the student has the sole responsibility for making a formal written request to the instructor for an incomplete grade, the decision to

assign an incomplete grade rests solely with the instructor based on university policy guidelines. As the university policy stipulates, incomplete grades will not be assigned except in unusual circumstances and only to students who have attended and completed most of the course (at least 75 %) and have at least a C grade but who, as a result of circumstances beyond their control (e.g., illness or family emergency), are unable to complete the remainder of the course. If the student has failed to complete the major portion of the course by the drop date, he/she is advised to withdraw from the course. If the instructor agrees to comply with the student's request, he/she must establish specific "makeup" conditions which must be recorded on the Incomplete Contract Form which has to be approved by the department chair and college dean. Any grade of "incomplete" must be completed by the following semester in accordance with University policy. Note that only the portion of the course that was missed by the student is eligible to be completed. That is, incomplete grades are not given in order for a student to retake or re-do portions of the course that had already been completed in order to improve his/her grade.

9. University Policy on Student Rights and Responsibilities for Academic Integrity –

- a. Students have the right of free and honest inquiry and expression in their courses, to know the requirements of their courses and to know the manner in which they will be evaluated and graded.
- b. Students have the obligation to complete the requirements of their courses in the time and manner prescribed and to submit their work for evaluation.
- c. Students have the right to be evaluated fairly, equitably and in a timely manner appropriate to the course and its objectives.
- d. Students shall not submit as their own work any work which has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, typing assistance or such special assistance as may be specified or approved by the appropriate faculty member, is allowed.
- e. Students shall make all reasonable efforts to prevent the occurrence of academic dishonesty. They shall, by their own example, encourage academic integrity and shall themselves refrain from acts of cheating and plagiarism or other acts of academic dishonesty.
- f. When instances of academic dishonesty are suspected, students shall have the right and responsibility to bring this to the attention of the faculty or other appropriate authority.
- g. Students are expected to conform to a strict standard of academic honesty. Cheating on examinations, plagiarism, unauthorized collaboration with others on assignments, submitting without authorization duplicate assignments for credit in more than one course and improper acknowledgement of sources of material are intolerable offenses which carry serious penalties.
 - i. All directly quoted materials must be identified as such by quotation marks and the sources of this material must be acknowledged.
 - ii. When borrowed ideas or information is not directly quoted by a student, the student should have so assimilated this material that it is indeed being expressed in his/her

own words. However, as in the case of direct quotations, the sources of such borrowed ideas or information must be acknowledged.

- iii. The sources of ideas or information lying well within the realm of common knowledge (i.e., material that would be known by anyone familiar with the subject under discussion) need not be acknowledged.

Source: <http://www.bowiestate.edu/gc/university-policies/section-iii-academic-affairs/iii-100-policy-on-faculty-st/>

10. Student Grade Appeal Procedures - Students who have documentation that an error was made in the determination of a course grade or desire to appeal a grade due to alleged arbitrary and capricious grading must first discuss the concern with the faculty member involved. If there are unresolved issues, the student may initiate the grade appeal process. The student must direct the appeal in writing, with documentation, through the appropriate channels: Instructor, Department Chair, School Dean, and Provost. If a course assignment grade is in dispute, the student must initiate the appeal no later than ten (10) working days after receiving the grade. If a final grade is in dispute, the student must submit an appeal no later than thirty (30) days from the end of the semester during which the grade was received. Procedures are detailed below:

- a. **The student must initially consult with the instructor for a satisfactory resolution of the appeal. If the instructor is no longer with the University or if the student is unable to resolve the issue with the instructor, the student must present the complaint in writing to the Department Chair.**
- b. **The Department Chair will convene a Departmental Appeals Committee for resolution. If the student is not satisfied with the decision of the Departmental Appeals Committee, the Chair renders a decision.**
- c. **If the complaint cannot be resolved at the Departmental level, the student must present the complaint in writing to the College Dean within fifteen (15) days after receiving notification of the Department's decision.**
- d. **The College Dean will render a final resolution (*Pages 103-104, BSU 2016-17 Catalog*).**

IX. COLLEGE OF BUSINESS PROGRAM GOALS:

Undergraduate Program

Goal 3: Ability to solve problems through the use of critical thinking

Goal 5: Mastery of business knowledge and skills in the following areas: accounting, economics, management, finance, quantitative analysis, marketing, legal environment, international and information systems

X. **COURSE SCHEDULE:** See attached spreadsheet.