



Business Administration | South Portland, Maine 04106
Spring 2022

Title: **BUSINESS LAW**

Catalog Number: **BUSN 260-01**

Instructor: **Jane M. Abernethy, Esq.**

Office Hours: **By appointment**

Credit Hours: **3**

Total Contact Hours: **3**

Lecture (or Lab): **Brightspace/Zoom Thurs 9:30-10:45 a.m.**

In person South Portland Campus Tues 9:30-10:45 a.m. Room TBA

Contact Information: **jabernethy@smccme.edu**

Course Syllabus

Course Description

This course will provide a foundation for business managers to operate within the legal environment in which all businesses in our society function. It provides an overview of the law and our legal system, covering topics such as tort law, contract and sales law, negotiable instrument law, agency and employment law, business organizations and property law.

Prerequisite(s): BUSN-100; Corequisite(s): ENGL-100 or ENGL-101

Course Objectives

After successfully completing this course, the student will be able to:

1. Describe the sources of American law and the basic framework of the United States judicial system at both the federal and state level.
2. Describe the basic legal requirements for various types of business contracts, including the requirements for enforcement.
3. Describe the advantages and disadvantages of various forms of business ownership such as sole proprietorships, limited liability companies, and corporations.

4. Describe basic legal concepts involving agency, employment law, and employment discrimination.
5. Have a basic appreciation for the legal issues that arise in tort and property law.

Topical Outline of Instruction

The Legal Environment

- Introduction to Law
- Constitutional, Statutory, Administrative & Common Law
- Dispute Resolution
- Crime
- Ethics and Corporate Social Responsibility

The Lifecycle of a Business

- Starting a Business, LLCs and Other Options
- Corporations

Contracts and the UCC

- Forming a Contract
- Requirements for a Contract
- Performance of a Contract
- Practical Contracts
- UCC Article 2 — Sales

Torts

- Intentional Torts and Business Torts
- Negligence, Strict Liability, and Product Liability

Agency and Employment Law

- Agency
- Employment and Labor Law
- Employment Discrimination

Property

- Intellectual Property
- Real Property & Landlord Tenant Issues
- Personal Property

Course Requirements

Business Law requires analysis and application of legal concepts and vocabulary to business scenarios. Each week students are required, at a minimum, to read one to two textbook chapters and supplemental materials, use multimedia, actively participate in discussions, and take a quiz. Over the course of the semester each student must also take four tests, research and write up answers about a corporation and make a brief class presentation about it, and apply course concepts to a fictional start-up through a written (or multi-media) project and class presentation.

The values of the tests, projects, quizzes and discussions are listed below. Students are expected to write clearly, succinctly and accurately — as is required in the business community.

It is anticipated that the “01” class will meet together on Zoom once per week and in person once per week; the “BK” section will meet twice weekly on Zoom. Other than the text and scheduled in-person meetings (for the “01” section), all materials, quizzes, tests, and assignment submissions are made exclusively online through Brightspace.

Student Evaluation and Grading (Weights)

Weekly quizzes (approximately 12, of which lowest 2 dropped):	15%
Tests (four):	25%
Test #1	16.75%
Test #2	33.20%
Test #3	33.30%
Test #4	16.75%

Discussion—Written / In-class participation: 30%

Each week students must respond to, at minimum, a discussion prompt and/or post a substantive question about that week’s material as assigned.

Some weeks involve a longer analysis and written response. Also includes evaluation of in-class attention and participation.

Projects (two + presentation):	<u>30%</u>
Your Public Company Project	35%
YPC Oral Presentation	15%
My Company Project	35%
MyCo Oral Presentation	15%

Total 100%

SMCC Grading:

	A 93-100	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	
F Below 63		

Text, Tools and / or Supplies

Students must be able to access the Internet frequently during the week. Students are required to participate in Zoom classes. Use of a microphone and camera is optimal. While turning on your camera is not required it is encouraged. Students' visual presence makes a substantive difference in the quality of the class for the other students and the instructor.

The text is required:

Beatty, Jeffrey F., Samuelson, Susan S., and Abril, Patricia Sánchez. **Introduction to Business Law, 6th Ed.** ISBN: 9781337404341 Cengage Learning, (c) 2019, 2016.

[As of January 2022: You can purchase or rent a (used) physical or electronic copy of this textbook; prices range from \$39.78 for a used physical copy and \$38.99 for an ebook. I looked at [amazon.com](https://www.amazon.com) and [chegg.com](https://www.chegg.com).]

Attendance Policy

Attendance is taken through your participation in the Brightspace Discussion Board, Zoom classes and in-person classes, if any. Regular participation in the Discussions (online) and in-class is expected of all students. The following policies will be followed scrupulously:

- In the first week of classes if a student does not introduce themselves in the Discussion or attend class meetings, the student will be reported as a “WN” (no-show) and dropped from the class.
- If a student misses two or more consecutive weeks of participation in the discussions and/or fails to attend classes without any explanatory communication between the student and instructor the student will receive a grade of “AF” (Administrative Failure).
- If a student misses an aggregate of more than three weeks of participation in the discussions and/or attendance at any point in the semester the student will receive a grade of “AF” (Administrative Failure).

If a student is unable to participate at any point, it is the student's responsibility to contact the instructor about the absence and missed course work. Merely casual participation in discussions will result in a significant blow to a student's final course grade.

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations

beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

For Classes with any Face- to -Face Component

While the syllabus represents current plans, there may be changes during the semester in response to the on-going Covid-19 pandemic. Depending on the progression of the virus, it is possible that the College may have to suspend face-to-face instruction for part of the semester. If we must stop face to face instruction anytime during the semester, your instructor will contact you via your SMCC email or the Brightspace course homepage to discuss next steps for the course.

ADA Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

The Learning Commons:

The library, tutoring and writing centers, and reference/research assistance (typically located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center) will be fully available online during the spring 2022 semester.

Here you can find free academic support through individually scheduled and drop in, online tutoring. You can also find information literacy/research librarians, and professional academic strategy/planning mentoring online. While the physical space of the Learning Commons will not be available at this time, we can also work with you to set up zoom classrooms for small group study. Services are offered by appointment or as drop-in assistance.

To access services:

- Visit My Learning in My Maine Guide or
- Select the "tutoring needed" button if it appears inside your Brightspace course.

Whether On Site or Online, students have consistently reported that the Learning Commons is a friendly, risk-free, and helpful place to seek academic support. It has also been shown that those who make use of the Learning Commons do better in a course than those who do not. We strongly encourage you to take advantage of this valuable and enjoyable resource.

SMCC Pay-for-Print Policy

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Add-Drop Policy

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses, usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the

appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct.

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