



South Portland, Maine 04106

Business Department

Title: Business Law

Catalog Number: BUSN 260-BK

Credit Hours: 3

Total Contact Hours: 3

Lecture (or Lab): Lecture/discussion

Class Location: TBA

Office Hours: By Appointment

Instructor: Jane M. Abernethy, J.D.

Class Meetings: Tuesday 3-5:45 pm

Email: jabernethy@smccme.edu

Tel: 207-522-0955 (mobile)

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): ENGL-100 Corequisite(s): none

Course Objectives

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

1. Describe the sources of American law and the basic framework of the United States judicial system.
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 the ownership or possession of both real and personal property.
5. Have a basic appreciation for the legal issues that arise in agency, tort and employment law.

Topical Outline of Instruction

The Legal Environment

Introduction to Law
Ethics and Corporate Social Responsibility
Courts, Litigation, and Alternative Dispute Resolution
Crime

Torts

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

Contracts and the UCC

Forming a Contract
Requirements for a Contract
Performance of a Contract
Practical Contracts
Sales
Negotiable Instruments

Agency and Employment Law

Agency
Employment Law
Employment Discrimination
Labor Law

The Lifecycle of a Business

Starting a Business, LLCs and Other Options
Corporations
Bankruptcy

Government Regulation (one of the following)

Securities and Antitrust
Consumer Protection
Environmental Law

Property

Intellectual Property
Real Property and Landlord-Tenant Law
Personal Property and Bailment (if time)

Please note that this class will involve reading and digesting as many as 50-120 pages (2-3 chapters) of text and other assigned materials each week, unless there is more than one week between class meetings in which case the assignment may be as much as 100-150 pages (4-5 chapters). Students are required to use the class web portal and check SMCC email frequently.

Assignment Schedule

An assignment schedule will be distributed at the first class meeting. If your class meets only once a week (i.e., the Brunswick section) you will be expected to have read Chapter 1 of the text before the first class meeting.

Course Requirements

Students will be required to:

- Prepare for each session, take notes, cooperate in the teaching/learning process, and complete assignments.
- Read assignments as scheduled and prepare answers to assigned review questions in advance of class.
- Write and revise at least two written essay/project assignments. *Each assignment must be typed.*
- Complete four exams.

Students must possess the abilities to read and comprehend complicated, sophisticated material, to write clearly and to discuss abstract concepts.

Student Evaluation and Grading

10%: Class participation and attendance.

20%: Writing Projects

70%: 3 Tests (20%, 30%, 20%)

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

The text is required and must be brought to every class:

Beatty, Jeffrey F., Samuelson, Susan S., and Abril, Patricia Sánchez. **Introduction to Business Law, 5th Ed.** ISBN: 9781285860398 Cengage Learning, (c) 2016, 2013.

Attendance Policy

Attendance is required. Students must notify the instructor in advance of any absence. Makeup exams are not given and late work will not be accepted. Repeated late arrival will reduce the attendance grade.

In the event that a student misses three (3) consecutive classes an AF grade will be awarded. In addition, any student who misses more than three (3) classes, in the aggregate, may be awarded an AF grade at the instructor's discretion.

Policy on Using Electronic Devices

Unauthorized use of cell phones or other electronic devices in class may result in a student being asked to leave the classroom and result in a recorded absence for the period.

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 PM following the last day of the class. You will receive an email to your student email account when course evaluations are available.

ADA Syllabus 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.

SMCC Pay-for-Print Policy

Per Page Costs

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

- a. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
- b. The reverse sides of duplex (double-sided) documents are free.
- c. There is a \$.50 per page fee for standard 8.5" by 11" color documents.
- d. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
- e. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, etc. The flipsides are free, but another sheet of paper is \$0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

How does it work?

The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). 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.

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.

Why is SMCC charging for printing?

The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. 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 email to helpdesk@smccme.edu.

Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your 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. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation “W” will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

Plagiarism Statement

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct.

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.