

BA 200A– BUSINESS LAW – LEGAL FOUNDATIONS
Bellevue College-Business Administration-Transfer Course
Fall 2012

Lecturer: Karrin Klotz d’Hondt
Office hours: MW 10:30 a.m.-11:30 a.m., C207
Class meets: MW 8:30 a.m. – 10:20 a.m, and Friday 8:30 a.m.-9:20 a.m., Room L213
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Required Text: *The Legal Environment of Business*, by Cross & Miller Available at the Campus Bookstore and on-line through various textbook sites. (referred to as "LE" in the Course Schedule).

Recommended: *Law Dictionary for Nonlawyers*, by Daniel Oran (West/Thomson Learning, 4th ed., 2000)

I. Course Description:

An introduction to fundamental legal concepts and principles underlying the American legal system, and the structure and function of that system. Emphasis is placed primarily on the sources of law and how legal issues are resolved in a modern business environment, rather than on the substantive rules of law per se. However, the substantive areas of constitutional law, criminal law, torts, contracts, securities law, property law, and intellectual property law will be covered, since these are areas of prime concern to business in the modern legal environment. We will also have a guest speaker on landlord/tenant law. International, e-commerce and Internet-related issues will be discussed in conjunction with topics to which they relate. Given the time constraints, none of these legal areas can be explored in great depth. Students should thus not expect to acquire the knowledge, skills or experience needed to solve practical legal problems. Nonetheless, students should be able to, by the end of the course, recognize when they may have a legal problem, as well as have a good basic understanding of how our legal system works and how that system relates to business and society as a whole.

I will bring in current news articles on legal issues pertinent to our course material, for general observation and class discussion. You are encouraged to do the same; I will give you extra credit for doing so and leading a discussion on the article. Law is an endlessly fascinating subject, and I know you will enjoy and appreciate the class!

II. Class Format:

This class will be a combination of lectures, films or videos, and class discussions. You are responsible for coming to class prepared (i.e., having read the assigned material) to actively participate in class discussions. We will spend a considerable amount of time discussing cases included in the materials and practical applications of class material. It is my intention to cultivate a classroom environment in which each of us feels free to express opinions and ask questions. DISRESPECT IN ANY FORM WILL NOT BE

TOLERATED. Check the web site regularly for any Announcements; these may include additional assigned reading materials, or changes in the class syllabus.

III. Grading:

Your grade will be based upon a total of 350 points. These points will be a reflection of the completion of assignments and class participation. Your final grade for the course will be converted from the total points you have accrued to a grade scale based on letter grades (A, A-, B, etc.). I reserve the right to determine the final grading scale after all of the points have been earned. Nevertheless, the final scale will look approximately like this:

100%-90%	A	<u>Points</u>
90%-80%	B	Midterm – 100 points
80%-70%	C	Final - 100 points
70%-60%	D	Participation – 50 points
60% and below	F	Court Visit Writing Assignment – 100 points

IV. Assignments:

1. PARTICIPATION 50 points [In-class contribution + small in-class or take-home assignments]

Active participation is key to your understanding of concepts discussed in this course. Communication skills are fundamental in the business world and honing this aptitude in the classroom will allow you to perform well in interviews and in your final career. In order to attain a high contribution score you need not attempt to answer every question asked. Those of you who provide insightful commentary, attend each class, foster an encouraging environment for your fellow classmates and complete all of your small assignments will be duly rewarded. Conversely, having your body in a seat at every class is not enough to ensure a high contribution score. Individuals who choose to skip lectures, check email while in class or fail to contribute and turn in assignments will receive low scores, which will affect your final grade for this course negatively. In addition to my assessment of your contribution, you will be asked to personally evaluate your contribution to group projects as well. Some such assignments will be done in the form of a group discussion, in-class. Others will be individual take-home assignments. Note that you will not be able to make up any missed in-class group assignments; they will not be posted, meaning you must be present in class to obtain them. I will post individual assignments including their due dates, and you will not be able to make those up either unless you have a medical emergency, with proof.

2. EXAMS 200 points

There will be two exams during the quarter, consisting of a midterm (100 points) and a final (100 points). The exams are not cumulative. Each exam will include material from the book, class lectures, and films observed in class. Material from the book will be covered even if we have not discussed it in class. The exams will be in-class, closed-book, and consist of multiple choice and essay questions. Sample exam questions will be posted on “MyBCC”. **No make-up exams will be allowed unless you have a medical**

emergency, with proof. BRING A SCANTRON SHEET, A #2 PENCIL AND A PEN TO CLASS FOR EXAMS.

3. COURT VISIT WRITING ASSIGNMENT 100 points

You must arrange to visit an actual court proceeding, civil or criminal, on your own time, and prepare a paper on what you observed. This may be a morning, afternoon or evening session. Stay for at least 2 hours. More detailed instructions will be posted on the website. Be sure to attach a copy of the court schedule indicating the proceeding you observed. The assignment must meet APA Format¹ standards with the following exception: (1) the font must be black and Times New Roman 12-point font. Please do not use any folders or binders.

V. Course Rules:

1. **Cheating.** Students are expected to do their own work. This includes not just copying things verbatim off the Internet. Cheating of any kind will not be tolerated. See a full statement of my policy on this at the end of this syllabus.
2. **Disability Support.** If you require special accommodation based on a documented disability, or need special arrangements in case of emergency evacuation, or have other special medical information that needs to be taken into account, please bring me documentation to that effect from the College the first week of class. You can make these arrangements through advisors/counselors in B233, Student Services, or by calling 641-2498.
3. **Cell Phones and Other Devices.** Cell phones, paging and other such devices must be turned off in class; you may not bring them to the exams. No recording of lectures.
4. **Tardiness.** Coming in late is rude and disrupts the class. Accordingly, if you find you will be late, please do not come into the classroom. Tardiness will affect your participation grade. If you must leave class early, let me know ahead of time and I will seat you in the back of the class so your will not disrupt others as you leave.
5. **Laptops.** You may not use your laptop during classtime. All laptops must be turned off when you enter the classroom. I will post any power point slides I plan to use on the MyBCC web site by 6 p.m. Sunday evening of the week I plan to use them, which you can use to take notes.
6. **Late Papers:** Late papers will be downgraded at 25% per day. They may not be submitted by email attachment.

¹ You can obtain guidance on using the APA format from the Bellevue College library.

VI. How To Succeed In This Course

- Attend ALL classes. Make good use of your instructor and the tutors.
- Read the assigned material before class.
- Participate actively in class discussions and in-class team assignments.
- Do all assigned homework and turn the assignments in on time.
- Study in groups and start early on group projects.
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Course Schedule

<u>Date</u>	<u>Subject</u>	<u>Assignment</u>
<u>WEEK 1</u> Sept. 19, 21	Introduction to course Hand in Survey form on Sept. 24	LE: Ch. 1. ² Also read other documents posted under “Shared Documents” link on MyBC website.
<u>WEEK 2</u> Sept. 24, 26, 28	The U.S. Constitution	LE: Ch. 5: Appendix B
<u>WEEK 3</u> Oct. 1, 3,5	The American Legal System; Alternative Dispute Resolution	LE: Chapters 2, 3
<u>WEEK 4</u> Oct. 8	Movie: “A Civil Action”	
Oct. 10, 12	The Law of Administrative Agencies	LE: Ch. 6
<u>WEEK 5</u> Oct. 15	Law and Business Associations	LE: Chapters 17-20 “Considerations for Entrepreneurs in Selecting a Business Entity” ³
Oct. 17	Midterm	
Oct, 19	Exercise	
<u>WEEK 6</u> Oct. 22	Ethics, Social Responsibility and the Business Manager	LE: Ch. 4

² Do the reading assignments **prior** to the class for which they are assigned. Come to class prepared to discuss them. This includes the cases at the end of the chapters. For Week 1 read Chapter 1 by Wednesday’s class, as well as the other documents posted under the “Shared Documents” link.

³ Posted on MyBC under the “Shared Documents” link.

Oct. 24	White Collar Crime and the Business Community	LE: Ch. 7
Oct. 26 <u>WEEK 7</u>	Professional Development Day – no class.	
Oct. 29	White Collar Crime (cont'd)	
Oct. 31, Nov. 2 <u>WEEK 8</u>	<u>Movie</u> : “Gideon’s Trumpet”	
Nov. 5	The Law of Contracts and Sales	LE: Chs. 9-11 Skim Appendices C and D
Nov. 7, 9	The Law of Contracts and Sales (cont'd)	
<u>WEEK 9</u>		
Nov. 12	Holiday – no class.	
Nov. 14, 16	Employment Discrimination	LE: Ch. 22
<u>WEEK 10</u>		
Nov. 19	Laws Governing the Issuance and Trading of Securities Film: “Bigger Than Enron”	LE: Ch. 29; Appendix E (skim)
Nov. 21	Torts	LE: Ch. 12.13 Court Paper due in class in hard copy
Nov. 23 <u>WEEK 11</u>	Holiday – no class.	
Nov. 26	Torts (cont'd)	
Nov. 28, 30	Intellectual Property	LE: Ch. 14
<u>WEEK 12</u>		
Dec. 5	Final Exam, in class, 7:30-9:20 a.m.	

RESOURCES

- Sample Exam questions (I will post on the website)
- Writing Lab.
- Library Media Center.

Advising: If you intend to and have not already done so, declare your business major. Make sure you have consulted with an advisor and laid out your courses. The Business Division recommends that you subscribe to the Business listserv which provides notices of application deadlines and events. To subscribe to the listserv, individuals should send a message to lyris@list.bcc.ctc.edu. In the body of your message write SUBSCRIBE bccbusiness.

POLICY REGARDING CHEATING, STEALING AND PLAGIARISM

Cheating includes, but is not limited to, copying answers on exams, glancing at nearby exams, turning in assignments or papers that have been used in other classes, and giving or receiving help during an exam. Cheating includes, but is not limited to, purchasing or selling notes, assignments or examination materials.

Stealing includes, but is not limited to, taking the text, notes, exams, library books or other personal property of others without their permission.

Plagiarism is presenting the words, ideas, and/or work of others as if it is an individual's own work. It includes, but is not limited to, using other's papers as one's own and including parts of published works without giving credit where credit is due.

If you choose to cheat, steal or plagiarize, the following actions will be taken: You will receive a zero for the assignment. You may receive a failing grade for the course.

