

✓  
SAULT COLLEGE  
of Applied Arts and Technology  
Sault Ste. Marie

COURSE OUTLINE

BUSINESS LAW

BUS 102-3

Secretarial Programs

revised September 1980

Prepared By: Phil Lemay

*Revised  
1981 01*

TABLE OF CONTENTS

	Page
I Length of Course -----	1
II Text Required -----	1
III Recommended Readings-----	1
IV General Objectives -----	2
V Method of Instruction -----	2
VI Student Evaluation -----	2-3
VII Specific Objectives -----	3
VIII Assignments -----	6
IX Statutes -----	7

BUSINESS LAW I

BUS 102-3

(I) Lenght of Course

Three, fifty minute periods per week for one semester

(II) Text No text is required. The following text may be purchased as an aid.

The Law and Business Administration in Canada  
-3rd edition - Soberman and Smythe

(III) Other Readings

1. What's Wrong with the Law ----- college libra  
-Zander and Scarman
2. The Power of the Law ----- instructor  
-Corry
3. The Law and the Police ----- instructor  
-Bourne
4. The Law and You ----- college libra  
-Chapman
5. It's Still the Law ----- college libra  
-Hyman
6. The Law and the Lay-Person ----- instructor  
-"Small Claims Court"
7. The Law and the Lay-Person ----- instructor  
-"Court and Trials"
8. The Law and the Lay-Person ----- instructor  
-The Market Place
9. The Law and the Lay-Person ----- instructor  
-"Tenants Handbook"
10. Law: A case Study Approach ----- college libra  
-Velanoff
11. Summary of Canadian Commercial Law ----- college libra  
-Anger
12. The Revised Statutes of Ontario 1970 ----- instructor
13. Canadian Business Law ----- instructor  
-Amirault and Archer
14. Newsmagazines and newspapers ----- downtown  
Current and those distributed in class

IV) GENERAL OBJECTIVES

Purpose:

The purpose of this subject is to provide the student with some knowledge of the principles of law, and to develop in the student an understanding of these rules, to develop in the student the skill of recognizing legal problems, to apply the law and reason to a legal solution, and in so doing develop an understanding of and a positive attitude toward the judicial process and its complexities.

(V) METHOD OF INSTRUCTION

Reading assignments, lectures, discussion, case studies, (supplied) tests and assignments.

(VI) STUDENT EVALUATION

1. Basis: The student's grade will be determined by the administration of a maximum of four tests and the completion of a maximum of two (2) assignments, all of equal value.
2. Grading: A letter grading of A, B, C, I or R will be used to indicate the achievement or value of the student's work.
3. Grade Interpretation:
  - (A) - this grade means that the student has an exceptional understanding of and or ability with the portion of the subject assessed, to such an extent the he has a complete or near complete grasp of or ability with the material or work, and thus understands more than eighty-five per cent or able to perform more than eighty-five per cent of the work tested.
  - (B) - this grade means that the student has a high degree of understanding of and/or ability with the portion of the subject assessed, and thus understands more than seventy per cent or able to perform more than seventy per cent of the work tested.
  - (C) - this grade means that the student has a basic understanding of all the elementary essentials of the portion of the subject assessed, and or able to perform all the basic elementary essentials of the work tested, and thus understands more than fifty-eight per cent, or able to perform more than fifty-eight per cent of the work tested

(VI) STUDENT EVALUATION cont'd

- (I) - this grade means that the student does not have the basic understanding or ability necessary for a C grade, and that he will therefore be required to re-study or be retrained and be re-assessed, and that the aforesaid must be completed within a time specified, during the instructional sessions, that is, before the make-up period assigned by the college, and that if the said re-assessment, is satisfactory no grade greater than a "C" will be granted, and failure to do so may require the student to make one final effort in the time set aside by the college for what is presently called the "make-up" period, provided he has no more than two "I" gradings remaining in his total semester assessments, and similarly if successful no grade greater than a "C" will be granted.
- (R) - this grade means that the student has not achieved a minimum of a "C" grade in all his assignments within the times aforesaid, or has more than two "I" grades outstanding by the end of the instructional sessions for the semester, and or has demonstrated a lack of serious intention during the semester in acquiring a basic understanding or ability.

Note: There will be no merging of I grades

SPELLING:

Correct spelling and grammar in all test papers and written submissions are essential to effectively communicate proof of understanding of the subject content. Any serious frequency of spelling errors, particularly of subject terminology, or of grammar errors will probably reduce the receiver's or markers ability to accurately interpret the communication, and thus should be avoided, and may also therefore justify the lowering of the mark by one grade or more, and even possibly the granting of an I grade.

(VII) SPECIFIC OBJECTIVES

The student will be responsible for; (1) the articles distributed during the class sessions, (2) and for the material emphasized in the lectures.

\*Note: Chapters are not necessarily in sequence and refer to the text identified in section II.



Special Contracts Cont'd  
garnishments, wage priority, minimums,  
conflicts, wage protection, hours of  
work, overtime, holidays, vacations equal  
pay benefit plans, pregnancy leave,  
termination of notice, offences, penalties  
where to complain, possible results.

Ontario Human Rights Code, discrimination  
generally signs notices, public accomoda-  
tions, housing, employment, hiring, adver-  
tising, promoting, firing, unions, appli-  
cation forms, exceptions opinion, special  
organizations, offences, penalties, where  
to complain results.

Canadian Bill of Rights, discrimination  
federal, New Federal Codes.

Labour Relations Act, procedures for  
certification,

Construction Safety Act, who and what it  
affects, offences, penalties, where to  
complain

Industrial Safety Act, same as above

---

19

Bailment  
definition, essentials, consequences,  
standards of care, defences, exculpatory  
clauses; rules for effectiveness, examples

---

5&8 and  
11

The five essentials for a valid legal  
contract and other special requirements

Test #2 on C.  
19 and 5-8  
assignment #1

---

-6-  
BUSINESS LAW

---

Chapter	LECTURE EMPHASIS	Assessment
---------	------------------	------------

---

25	<p><u>Landlord and Tenant</u></p> <p>Introduction, definition, differentiation between freehold and leasehold. Statute of frauds, registration. Short Forms of Leases Act, Residential Leases Act 1979, standard clauses Articles, form</p>	
----	---	--

---

24	<p><u>Land Law</u></p> <p>realty meaning, definition of land, freehold estates, co-ownerships.</p>	
----	--	--

Assignment  
in one week

25	<p>p.578-583 - typical real estate transaction, legal transfer procedure, offer to purchase, deed, statement of adjustments, searching. Registry system, Registry Act, Land Speculation Tax Act, Land Transfer Tax Act, Planning Act Articles, forms</p>	
----	--	--

---

26	<p><u>Mortgages</u></p> <p>definition, purpose, mortgages rights, amortization, second mortgages, mortgages act forms</p>	
----	---	--

---

Time Permitting . . .

---

Recommended Readings #13 Chapter 31	<p><u>Consumer Credit</u></p> <p>Interest rates, disclosure rules, Ontario Consumer Protection Act. Articles</p>
--	--

---

Recommended Reading #13	<p>Consumer Credit (continued)</p> <p>Private Information agencies, Information collected, file, Dangers, Ontario Consumer Reporting Act, Industry Codes, Articles</p>
-------------------------	--



(VIII) Assignments

- |    |  |            |                                       |
|----|--|------------|---------------------------------------|
| #1 | TORTS<br>Negligence Case<br>"Spontaneous Combustion" | Chapter 4  | Due when designated<br>by instructor. |
| #2 | LAND<br>"Offer to Purchase"                          | Chapter 24 | Due when designated<br>by instructor. |

IX  
Statutes (emphasized)

Note: Statutes are listed in order of first appearance

Canadian Criminal Code  
Napoleonic Code  
Municipal Act  
Landlord and Tenant Act  
Innkeepers Act  
Canada Ardence Act  
British North America Act (1867)  
Judicature Act (1880)  
Code of Hammaraki (2000 B.C.)  
Lord's Day Act  
Bills of Exchange Act  
Partnership Act  
Employment Standards Act  
Constitution of the United States  
Bankruptcy Act  
Combines Investigations Act  
Income Tax Act  
Gaming Act  
Ontario Human Rights Code  
Workmen's Compensation Act  
Consumer Protection Act  
Statute of Frauds (1677)  
Sale of Goods Act  
Canada Labour (safety) Code  
Labour Relations Act  
Canadian Bill of Rights  
Labour Relations Act  
Construction Safety Act  
Industrial Safety Act  
Unemployment Insurance Act  
Highway Traffic Act  
Fatal Accidents Act  
Frustrated Contracts Act  
  
Mechanics Lien Act  
Short Form of Leases Act  
Real Property Act  
Short Form of Conveyances Act  
Registry Act  
Land Speculation Tax Act  
Land Transfer Tax Act  
Planning Act

-----and others