

COURSE SYLLABUS

Course Title:	Business Organization	Date submitted:	8/28/20 (AAC: 20-54)
Department:	Social Sciences		
Curriculum:	Paralegal Studies		
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101)	LGL*211	Prerequisites: Introduction to Law (POL*120) or placement into Composition (ENG*101) or permission of instructor
	Course Type:	L/D	
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: Internship M: Seminar P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio		
	Elective Type:	G/HU/L AS/SS	Corequisites: None
	AH: Art History E: English FA: Fine Arts FL: Foreign Language G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences M: Math S: Science SS: Social Science		
	Credit Hours:	3	
	Developmental: (yes/no)	N	
	Lecture:	3	
	Clinical:	0	
	Lab:	0	
Studio:	0		
Other:	0		
TOTAL:	3		
Class Maximum:	35	Other Requirements: None	
Semesters Offered:	Fall/Sp ring		
Catalog Course Description:	Provides an introduction to and understanding of the basic principles of law that apply to the formation of business organizations including sole proprietorship, general partnership, limited partnership, LLC, LLP, and corporation. Students will be taught legal concepts regarding the scope and skills needed by the paralegal in the formation and operation of these business forms. Familiarity with legislation, legal terminology, legal ethics, and legal requirements will be stressed. Practical applications and drafting of necessary documents and forms will be included.		
Topical Outline: <small>List course content in outline format.</small>	<ol style="list-style-type: none"> 1. Agency; Liability of Principal, Agent, and Independent Contractor 2. Entrepreneurships and Sole Proprietorships 3. General Partnerships 		

	<ol style="list-style-type: none"> 4. Limited Partnerships 5. Limited Liability Companies 6. Corporate Formation and Financing 7. Franchises and Special Forms of Businesses 8. Corporate Governance/Sarbanes-Oxley Act 9. Corporate Acquisitions/Multinational Corporations 10. Investor Protections and Online Securities Transactions 11. Employment, Worker Protection and Immigration Laws, Equal Opportunity in Employment 12. International and World Trade Law
<p>Outcomes: Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p>Upon successful completion of this course, the student will be able to do the following:</p> <p>Upon successful completion of this course, students will demonstrate an understanding of the various forms of business organizations, recognize the various legal forms that are required for the formation of each business organization, and understand the laws governing said business organizations. The student will demonstrate competency in the preparation of necessary legal documents for various business organizations.</p>
	<p>PROGRAM:</p> <p>Upon successful completion of all Paralegal certificate requirements, graduates will be able to:</p> <ol style="list-style-type: none"> 1. Recognize and describe the proper role of the paralegal in the delivery of legal services to the public and apply the ethical rules that govern the conduct of the legal profession. 2. Demonstrate critical thinking, reasoning and analytical skills; conduct factual and legal research using print and computerized methods; and organize and present information effectively, both orally and in writing. 3. Describe the organization of the American legal system, apply procedural law to litigation and administrative agency law, and demonstrate substantive knowledge of principles of law. 4. Draft and interpret legal documents, including pleadings, deeds, mortgages, probate documents, court forms, business documents, and contracts for review by the supervising attorney. 5. Perform file and case management tasks in accordance with office policy and court procedures, using problem-solving, organizational and computer skills. 6. Recognize opportunities for professional development through continuing education and affiliation with professional organizations.
	<p>GENERAL EDUCATION/TAP OUTCOMES: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <ol style="list-style-type: none"> 1. Critical Analysis/ Logical Thinking - Students will be able to organize, interpret, and evaluate evidence and ideas within and across disciplines; draw reasoned inferences and defensible

	<p>conclusions; and solve problems and make decisions based on analytical processes.</p> <p>Demonstrates: Identifies the issue(s); formulates an argument; explains and analyzes relationships clearly; draws reasonable inferences and conclusions that are logical and defensible; provides support by evaluating credible sources of evidence necessary to justify conclusions.</p> <p>Does Not Demonstrate: Identifies few or no issues; formulates an argument without significant focus; provides an unclear explanation of analysis and relationships; drawing few reasonable inferences and conclusions that are illogical and indefensible; provides little to no support using credible sources of evidence necessary to justify conclusions.</p> <p>2. Ethical Dimensions - Students will identify ethical principles that guide individual and collective actions and apply those principles to the analysis of contemporary social and political problems.</p> <p>Demonstrates: Identifies and reflects critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.</p> <p>Does Not Demonstrate: Does not sufficiently identify or reflect critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.</p>
<p>Evaluation: List how the above outcomes will be assessed.</p>	<p>Assessment will be based on the following criteria:</p> <ol style="list-style-type: none"> 1. In class assessments (quizzes and exams) 2. Papers 3. Oral Presentations
<p>Instructional Resources: List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p>Required: None</p> <p>Desired: None</p>
<p>Textbook(s)</p>	<p>Kathleen Mercer Reed, H. Cheeseman, J. Schlageter, III, Business Organizations for Paralegals, 2012</p>