

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Business Organizations
COURSE NUMBER	PRLG 0212
DIVISION	Social and Behavioral Sciences & Public Services
DEPARTMENT	Paralegal
CIP CODE	22.0302
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	PRLG 0121
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

Business entities - such as corporations, partnerships, and sole proprietorships - will be Corporations, partnerships, and sole proprietorships will be examined. The role of the lawyer and the legal assistant in forming these entities will be discussed along with the legal concepts applicable to each type of organization and the preparation of related documents.

PROGRAM LEARNING OUTCOMES

1. Demonstrate the ability to identify case issues and analyze court opinions.
2. Explain basic procedural and substantive law concepts
3. Demonstrate clear and concise writing ability in preparation of office memoranda, client correspondence, and basic legal documents
4. Demonstrate ability to conduct legal interviewing, preliminary investigation and basic research
5. Evaluate scenarios relevant to ethical standards for paralegals in law office.

Institutional Learning Outcomes

- Communication
- Computation and Financial Literacy
- Critical Reasoning
- Technology and Information Literacy
- Community and Civic Responsibility
- Personal and Interpersonal Skills

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Agency in a Business Organization
- II. Sole Proprietorship
- III. Partnerships
 - A. General
 - 2 B. Limited
- IV. Corporation Forms
 - A. Financial Structure
 - B. Dividends
 - C. Compensation

COURSE LEARNING OUTCOMES

Upon successful completion of this course, the student will:

- A. CLO #1 The student shall be able to know the characteristics of a sole proprietorship.
- B. CLO #2 The student shall be able to know the characteristics of limited and general partnership.
- C. CLO #3 The student shall be able to know the characteristics of corporations and the various types of corporations.
- D. CLO #4 The student shall be able to know the requirements for meetings and the purpose of corporate meetings.
- E. CLO #5 The student shall be able to know the procedure for corporate changes.
- F. CLO #6 The student shall be able to know the various methods available to a corporation for financing.
- G. CLO #7 The student shall be able to know the procedure for distributing corporate profits and property.
- H. CLO #8 The student shall be able to understand how shares are subject to SEC regulation as securities.
- I. CLO #9 The student shall be able to know the procedures for corporate changes through mergers, consolidation and sale of assets.
- J. CLO #10 The student shall be able to know the procedure for the dissolution of corporations.

ASSESSMENT OF COURSE LEARNING OUTCOMES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>