SYLLABUS

DATE OF LAST REVIEW: 02/2013

CIP CODE: 22.0302

SEMESTER: Departmental Syllabus

COURSE TITLE: Business Organizations

COURSE NUMBER: PRLG-0212

CREDIT HOURS: 3

INSTRUCTOR: Departmental Syllabus

OFFICE LOCATION: Departmental Syllabus

OFFICE HOURS: Departmental Syllabus

TELEPHONE: Departmental Syllabus

EMAIL: KCKCC- “issued email accounts are the official means for electronically communicating with our students.”

PREREQUISITE(S): PRLG-0121, Introduction to Law, PRLG-0131, Legal Research I, or Coordinator approval.

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

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.

METHOD 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
B. Limited

IV. Corporation Forms
A. Financial Structure
B. Dividends
C. Compensation

EXPECTED LEARNER OUTCOMES:

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

COURSE COMPETENCIES:

The student shall be able to know the characteristics of a sole proprietorship.

1. The student shall be able to know how to form a sole proprietorship.
2. The student shall be able to know the liabilities and taxation of sole proprietorship.
3. The student shall be able to know how to terminate a sole proprietorship.

The student shall be able to know the characteristics of limited and general partnership.

4. The student will be able to identify a partnership agreement.
5. The student shall be able to distinguish between property of the partnership and property of the individual partners.
6. The student shall be able to know how partnerships are taxed.
7. The student shall be able to know how to terminate a partnership.
8. The student shall be able to identify a limited partnership and know where to file it.
9. The student shall be able to describe and distinguish between the duties and liabilities of the limited partner and the general partners.

The student shall be able to know the characteristics of corporations and the various types of corporations.

10. The student will be able to draft articles of incorporation and know where to file them.
11. The student shall be able to identify bylaws and will be able to distinguish their function from the articles.
12. The student shall be able to distinguish between business corporations, professional corporations and nonprofit corporations.

*The student shall be able to know the requirements for meetings and the purpose of corporate meetings.*

13. The student shall be able to know the procedure to convene a meeting and the notice requirements.
14. The student shall be able to know when directors meetings are required or needed.
15. The student shall be able to know when shareholders meetings are required or needed.
16. The student shall be able to know that all corporate actions require resolution at meetings.
17. The student shall be able to organize its corporate minute book for all meetings.

*The student shall be able to know the procedure for corporate changes.*

18. The student shall be able to know its voting requirement for all action.
19. The student shall be able to know when amendments are required to both its articles and by-laws.
20. The student shall be able to know the procedure for amendments.
21. The student shall be able to identify amendments and file them.

*The student shall be able to know the various methods available to a corporation for financing.*

22. The student shall be able to know how shares are sold to raise capital.
23. The student shall be able to know the differences between common and preferred stock.
24. The student shall be able to know the differences between debt and equity securities.
25. The student shall be able to know the procedure for redemption of shares.
26. The student shall be able to know the voting rights of shareholders.
27. The student shall be able to know the effect of shareholder agreements.

*The student shall be able to know the procedure for distributing corporate profits and property.*

28. The student shall be able to know the procedure for the authorization of distribution and dividends.
29. The student shall be able to know the source of funds for dividends.
30. The student shall be able to distinguish between cash, property and share dividends.
31. The student shall be able to know the procedure for a stock split.
32. The student shall be able to know the effect of a stock split.

*The student shall be able to understand how shares are subject to SEC regulation as securities.*

33. The student shall be able to know the registration and disclosure requirements for securities.
34. The student shall be able to be familiar with the Securities Act of 1933 and 1934.

*The student shall be able to know the procedures for corporate changes through mergers, consolidation and sale of assets.*

35. The student shall be able to distinguish short form merger and merger.
36. The student shall be able to know the requirements for a plan of merger, director and shareholders approval and filing requirements.

_The student shall be able to know the procedure for the dissolution of corporations._

37. The student shall be able to know the effect of sale and purchase of stock and the sale and purchase of assets.
38. The student shall be able to identify articles of dissolution.
39. The student shall be able to know the requirement of director and shareholder approval and filing requirements.
40. The student shall be able to distinguish between winding up and liquidating.
41. The student shall be able to know the forms of involuntary dissolution.

**ASSESSMENT OF LEARNER OUTCOMES:**

Major Exams
Quizzes

**GRADING:**

The grade for this course is based on total points possible using the following scale:

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 60%-69% = D
- Below 60 = F

**SPECIAL NOTES:**

This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.
Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact Director of Academic Resource Center, in Room 3354 or call (913) 288-7670.
Learning Outcomes

Discipline knowledge and content mastery is expected of all graduates. More specifically, KCKCC is committed to the Learning Outcomes listed below. We believe that competence in the Learning Outcomes is essential for the success of graduates and will enhance their ability to become contributing members of our increasingly complex world. These areas of knowledge and skills are equally valid for all KCKCC graduates, whether they transfer to a four-year college or pursue a career after leaving college.

General Education Learning Outcomes

Communication Learning Outcomes
The learner will have the ability to express, interpret, and modify ideas/information effectively (both written and oral), including but not limited to reading text accurately and correctly; writing with a clear purpose and effective organization; speaking effectively using appropriate styles that suit the message, purpose, and content; and employing active listening techniques.

Computation Learning Outcomes
The learner will have the ability to understand and apply mathematical concepts and reasoning using numerical data.

Critical Reasoning Learning Outcomes
The learner will understand inductive and deductive reasoning and have the ability to define problems and use data (qualitative and quantitative) to make complex decisions utilizing analysis, synthesis, and evaluation skills.

Technology and Information Management Learning Outcomes
The learner will have the ability to define, collect, organize, analyze, and evaluate information from a variety of sources. The learner will also have the ability to understand basic technology concepts and functionality in order to use technology as a tool to locate and retrieve information.

Community and Civil Responsibility Learning Outcomes
The learner will demonstrate knowledge, awareness, and understanding of diverse ideas, values, and perspectives of a culturally diverse world; an understanding of the ethical issues and values that are prerequisites for making sound judgments and decisions; a recognition of the obligation to become actively involved as a contributing member of the community; and a sensitivity to the awareness of aesthetic expression.

Personal and interpersonal Skills Learning Outcomes
The learner will have the ability to work cooperatively and productively with others; to understand and evaluate his/her capabilities; to manage his/her personal growth by setting realistic and appropriate goals.
SOCIAL AND BEHAVIORAL SCIENCES
STUDENT SUCCESS STRATEGIES

Know your teacher’s name.

Turn off your electronic devices in class/make paying attention to the work of the class your only concern.

Miss class only when you cannot attend/acquire missed information and materials ASAP.

Know your syllabus.

Know the attendance policy.

Know the requirements for tests and assignments.

Know information about final exam and make-up exams.

Know instructor’s position on use of Wikipedia or other online sources.

Know the instructor’s preferred writing style (APA, MLA, etc.).

Always know your grade.

Contact your teacher ASAP with concerns or questions.

Know the benefits of the academic resource center.

Know if your course has a practicum, service learning component, or other exception.

Use an academic planner.

Know the course withdrawal policy.

Know your instructor’s office hours and make appointments when necessary.

Know the school’s scholastic honesty policy.

Be familiar with the course learning objectives, course competencies, and the college’s 21st century learning outcomes for general education.