

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

PARALEGAL STUDIES 125 – BUSINESS ORGANIZATIONS

1 hour lecture, 1 unit

Catalog Description

This course covers the fundamentals of the formation of business entities such as sole proprietorships, partnerships, limited liability companies and various types of corporations. Emphasis will be on formation, maintenance, taxation, and termination of business entities particularly in the use of electronic resources. There will also be a focus on the ethical responsibilities of paralegals working in the business organization environment.

Prerequisite

None

Course Content

- 1) Law relating to business organizations of sole proprietorships, partnerships, both general and limited, limited liability companies and corporations
 - a. Identify the various aspects of different business entities.
 1. Identify the necessary documents to form, maintain and dissolve a corporation.
 2. Identify personal liability, agents for co-owners, fiduciary duties, transferability, admissions of new owners, continuity of life for the business organization without a contract
 3. Identify management of the business organizations and the types of members
 - b. Describe the components of partnership agreements and amendments.
 1. Ease of formation
 2. Contract requirements
- 2) Use of technology for the research and preparation of various types of legal documents used in different business organization forms.
 - a. Collect information and verify filings with the Secretary of State and other state and local agencies.
 - b. Utilize the Secretary of State's website for formation, maintenance and termination of a limited liability company and various types of corporations and determine the appropriate information for use by that business entity.
- 3) Focus on the paralegal's ethical and professional training and responsibilities in a transactional legal setting.
 - a. Identify ethical issues associated with any business organization and the position of the paralegal in regards to those ethical issues.

Course Objectives

Students will be able to:

- 1) Identify the various aspects of different business entities.
- 2) Describe the components of partnership agreements and amendments.
- 3) Identify the necessary documents to form, maintain and dissolve a corporation.
- 4) Collect information and verify filings with the Secretary of State and other state and local agencies.
- 5) Utilize the Secretary of State's website for formation, maintenance and termination of a limited liability company and various types of corporations and determine the appropriate information for use by that business entity.

- 6) Identify ethical issues associated with any business organization and the position of the paralegal in regards to those ethical issues.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Quizzes and exams that measure students' ability to:
 - a. Classify various business organizations according to their specific characteristics.
 - b. Identify the requirements of the Secretary of State for those business forms that must meet state legal criteria.
 - c. Define legal phrases peculiar to business organizations and demonstrate understanding by providing examples of those phrases.
 - d. Apply legal rules and concepts to various ethical fact scenarios.
- 2) Written assignments that measure students' ability to organize at least one business organization using all legal requirements, whether from the California Secretary of State or any other governmental organization.
- 3) Various team or interactive assignments that assess students' skill in applying legal concepts and requirements to various business organization hypotheticals.

Special Materials Required of Student

None

Minimum Instructional Facilities

Technology appropriate for an online class

Method of Instruction

Lecture and discussion as appropriate for an online class

Out-of-Class Assignments

- 1) Reading assignments
- 2) Short writing assignments
- 3) Short research assignments

Texts and References

- 1) Required (representative example): CEB OnLaw 2022.
- 2) Supplemental: None

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) Identify the various types and aspects of different business entities.
- 2) Utilize the California Secretary of State's website and other electronic resources for formation, maintenance and termination of a limited liability company or corporation to determine the required documents for these tasks.
- 3) Apply the appropriate ethical and professional paralegals' rules to business organizations.
- 4) Distinguish between the various occupational opportunities in the Paralegal profession and their accompanying skills. (Work-Based Learning Outcome).