



**PARALEGAL TECHNOLOGY
CENTRAL COLLEGE**

LGLA 2311 – Business Organizations-Hybrid

CRN 21690 – SpringI 2013

Central Campus - Room BSCC 303 | 9:00 - 10:30 pm | Sat.

3 hour hybrid lecture course per week / 48 hours per semester/ 16 weeks

Instructor: John Woodard, J.D.

Instructor Contact Information: 832-483-2964

Instructor Email: ringowoodard@gmail.com

Office location and hours

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics. Feel free to call my office during work hours or schedule a personal appointment to see me.

Course Description__

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations, and other emerging business entities.

Prerequisites

Completion of developmental English classes or passing grades on the English portion of the college assessment exam or department exemption granted.

Course Goal__

Lectures and assignments will focus on exposing students to common practices and procedures involved in business entities in Texas. In addition, this course presents a Comprehensive treatment of more common forms of wills and estate administration and a survey of the fundamental principles of law applicable to each. A study of the organization and jurisdiction of a group of Texas Business entities. A detailed analysis of the administration and use of the UCC in Texas.

Handouts will be provided to students on various topics in business organizations in Texas. CREDIT: 3 semester hours (3 hours of class lecture per week) 16 weeks..

Student Learning Outcomes

This course has basic learning and teaching requirements. The following are the Student Learning Outcomes for this course as basic instruction and learning requirements for the students enrolled in this Class:

1. Students will demonstrate how to form a simple, for profit, corporation in Texas.
2. Students will recite how to reserve a corporate name with the Secretary of State.
3. Students will know and be able to show the difference between corporations and sole proprietorships in Texas.

SCANS or Core Curriculum Statement and Other Standards

Credit: 3 (3 lecture)

This course is designed to help individuals decide whether becoming a Paralegal is right for them.

The Department of Labor has identified skills sets that U.S. employers want most in entry level employees. It is our commitment to prepare every student with the knowledge and skills needed to succeed in today's dynamic environment. Toward this end the following skills will be included in this course:

Definitions of Competencies Skills

Resources

- Allocates time – Selects relevant, goal- related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules. Competent performance in allocating time includes properly identifying tasks to be completed; ranking tasks in order of importance; developing and following an effective, workable schedule based on accurate estimates of such things as importance of tasks, time to complete tasks, time available for completion and tasks deadlines; avoiding wasting time; and accurately evaluating and adjusting a schedule. This is shown by completing all legal work assigned and participating in class projects and discussions

INFORMATION

- Acquires and Evaluates Information- Identifies need for data, obtains them from existing sources or creates them, and evaluates their relevance and accuracy. Competently performing the task of acquiring data and evaluating information includes posing analytic questions to determine specific information needs; selecting possible information and evaluating its appropriateness; and determining when new information must be created. Evaluate on legal tasks

assigned in class.

- Interprets and Communicates Information- Selects and analyzes information and communicates the results to others using oral, written, graphic, pectoral, or multimedia methods. Competently performing the tasks of communicating and interpreting information to others includes determining information to be communicated; identifying the best methods to present information (e.g. overheads, handouts), if necessary, converting to desired format and conveying information to others through a variety of means including oral presentation, written communication, etc.

INTERPERSONAL

- Participates as a Member of as Team- Works cooperatively with others and contributes to group with ideas, suggestions, and effort. Demonstrating competence in participating as a member of a team includes doing own share of tasks necessary to complete a project; encouraging team members by listening and responding appropriately to their contributions; building on individual team members' strengths; resolving differences for the benefit of the team; taking personal responsibility for accomplishing goals; and responsibly challenging existing procedures, policies, or authorities. Goal has on class activities.
- Works With Cultural Diversity- Works well with men and women and with a variety of ethnic, social, or educational backgrounds. Demonstrating competence in working with cultural diversity involves understanding one's own culture and those of others and how they differ; respecting the rights of others while helping them make cultural adjustments where necessary; basing impressions on individual performance, not on stereotypes; and understanding concerns of members of other ethnic and gender groups.

SYSTEMS

- Understands Systems-Knows how social organizational, and technological systems work and operates effectively within them. Demonstrating competence in understanding systems involves knowing how a system's structures relates to goals; responding to the demands of the system' organization; knowing the right people to ask for information and where to get resources; and functioning within the formal and informal codes of the social' organizational system. A student will learn the office system, also in the typical laws office.

TECHNOLOGY

- Selects Technology- Judges which set of procedures, tools, or machines including computers and their programs, will produce the desired results. Demonstrating competence in selecting technology includes determining desired outcomes and applicable constraints; visualizing the necessary methods and applicable technology; evaluating specifications; and judging which machine or tool will produce the desired results. Choosing the correct program to call for a

selected task in the law office.

- Applies Technology to Task- Understands the overall intent and the proper procedures for setting up and operating machines, including computers and their programming systems. Demonstrating competence in maintaining in how to apply technology to tasks includes understanding how different parts of machines interact and how machines interact with broader production systems; on occasion installing, machines including computers; setting up machines or systems of machines efficiently to get desire results; accurately interpreting machine output; and detecting errors from program to output. Knowledge as to use of law office systems.

FOUNDATION SKILLS

BASIC SKILLS

- Reading- Locates, understands, and interprets written information in prose and documents- including manuals, graphs, and schedules- to perform tasks; learns from text by determining the main idea or essential message; identifies relevant details, facts, and judges the accuracy, appropriateness, style, and plausibility of reports, proposals, or theories of other writers.
- Writing-Communicates through ideas, information, and messages in writing; records information completely and accurately; composes and creates documents such as letters, directions, manuals, reports, proposals, graphs, flow-charts; uses language, style, organization, and format appropriate to the subject matter, purpose, and audience; includes supporting documentation and attends to level of detail; and checks, edits, and revises for correct information, appropriate emphasis, form, grammar, spelling, and punctuation. Class projects and tests will use writing examples.
- Arithmetic- Performs basic computations; uses basic numerical concepts such as whole numbers and percentages in practical situations; makes reasonable estimates of arithmetic results without a calculator; and uses tables, graphs, diagrams, and charts to obtain or convey quantitative information.
- Mathematics- Approaches practical problems by choosing appropriately from a variety mathematical techniques; quantities data to construct logical explanations for real world situations; expresses mathematical ideas and concepts orally and in writing; and understands the role of chance in the occurrence and prediction of events. Math problems will be evaluated in the operation of a law office

THINKING SKILLS

- Creative Thinking- Uses imagination freely, combines ideas or information in new ways, makes connection between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.
- Decision Making- Specific goals and constraints, generates alternatives, considers risks and evaluates and chooses best alternative.
- Problem Solving- Recognizes that a problem exists (i.e., there is a discrepancy between what is and what should or could be); identifies possible reasons for the

discrepancy; devises and implements plan of action to resolve it; evaluates and monitors progress; and revises plan as indicated by findings.

- Knowing How to Learn – Recognizes and can use learning techniques to apply and adapt new knowledge and skills in both familiar and changing situations and is aware of learning tools such as personal learning styles (visual, aural, etc.) formal learning strategies (note taking or clustering items that share characteristics), and informal learning strategies (awareness of unidentified false assumptions that may lead to faulty conclusions).
- Reasoning-Discovers a rule or principle underlying the relationship between two or more objects and applies it in solving a problem; uses logic to draw conclusions from available information; extracts rules or principles from a set of objects or written text; applies rules and principles to a new situation or determines which conclusions are correct when given a set of facts and a set of conclusions.

PERSONAL QUALITIES

- Responsibility- Exerts a high level of effort and perseverance toward goal attainment; works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well and displaying a high level of concentration even when assigned an unpleasant task; and displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.
- Self Esteem – Believes in own self-worth and maintains a positive view of self; demonstrates knowledge of own skills and abilities; is aware of impact on others; and knows own emotional capacity and needs and how to address them.
- Social- Demonstrates understanding, friendliness, adaptability, empathy and politeness in new and on-going group settings; asserts self in familiar and unfamiliar social situations; relates well to others; responds appropriately as the situation requires; and takes an interest in what others say and do.
- Self Management- Assesses own knowledge, skills and abilities accurately, sets well-defined and realistic personal goals; monitors progress toward goal attainment and motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and non-defensively; and is a “self-starter”.
- Integrity/Honesty- Can be trusted; recognizes when faced with making a decision or exhibiting behavior that may break with commonly-held personal or societal values; understands the impact of violating these beliefs and codes on an organization, self, and other; and chooses an ethical course of action.

Instructional Methods

LGLA 2311 is a required course for all Paralegal Technology majors.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of law that allows you to connect the information that you learn in this course to the real world of the legal field.

As a student wanting to learn about law, it is your responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in classroom activities, attend class, and enjoy yourself while experiencing the real world of becoming a Paralegal.

As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of class time involved in lecture. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text and other assigned readings.

Student Assignments

Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in your career as a Paralegal. Students will be required to use the following:

The Law of Business Organizations Sixth Edition John E. Moye
Suggested Text: Texas Business And Commerce Code, Latest Edition (West Publication)

Instructional Materials

TEXT: The Law of Business Organizations Sixth Edition John E. Moye
Suggested Text: Texas Business And Commerce Code, Latest Edition (West Publication)

LAB REQUIREMENTS (if any)

To be assigned by instructor if needed.

HCC Policy Statement - ADA

Services to Students with Disabilities

Students who require reasonable accommodations for disabilities are encouraged to report to Dr. Becky Hauri at 713-718-7910 to make necessary arrangements. Faculty is only authorized to provide accommodations by the Disability Support Service Office

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

For questions, please contact Donna Price at 713.718.5165 or the Disability Counselor at your college. To visit the ADA Web site, please visit www.hccs.edu then click Future students, scroll down the page and click on

the words Disability Information.

District ADA Coordinator – Donna Price – 713.718.5165

Central ADA Counselors – Jaime Torres - 713.718.6164

Martha Scribner – 713.718.6164

Northeast ADA Counselor- Kim Ingram – 713.718.8420

Northwest ADA Counselor – Mahnaz Kolaini – 713.718.5422

Southeast ADA Counselor – Jette Lott - 713.718.7218

Southwest ADA Counselor – Dr. Becky Hauri – 713.718.7910

Coleman ADA Counselor – Dr. Raj Gupta – 713.718.7631

HCC Policy Statement: Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

HCC Policy Statements

Class Attendance - It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most

important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of 12.5% hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have “lost” the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

Class attendance equals class success.

HCC Course Withdrawal Policy__

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. ****Final withdrawal deadlines vary each semester and/or depending on class length, please**

visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. ***Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

Repeat Course Fee__

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Incomplete

The grade of “I” (incomplete) is conditional. A student receiving an “I” must arrange with the instructor to complete the course work by the end of the following term (excluding summer). After the deadline, the “I” becomes an “F”. All “I’s” must be changed to grades prior to graduation.

Classroom Behavior__

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

Use of Camera and/or Recording Devices__

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs unless otherwise authorized. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

Instructor Requirements

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams:
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments

Program/Discipline Requirements

Each student is expected to have read the assigned materials before it is to be discussed in class. In addition, the students are expected to define all terms assigned by the instructor (definitions can be found in Black's or Ballentine's Law Dictionary) and be prepared to discuss any and/or all definitions requested by the instructor. There will be assignments given, a midterm exam and final exam.

Grading

Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

Grading Scale

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

Grading Percentages

Midterm

30% of your final grade

Final	30% of your final grade
Miscellaneous Assignments	20% of your final grade
Project	20% of your final grade

Make up test

Instructor will announce times and dates to make up examination.

Discrimination Policy

The Houston Community College System seeks to provide equal educational opportunities without regard to race, color, religion, nationality, origin, sex, age, or disability. This policy extends to employment, admission, and all programs and activities supported by the college.

COURSE CALENDAR WITH READING ASSIGNMENTS

OUTLINE

- I. Introduction/orientation to course.
Assignment: Read Chapters 1 and 2
- II. Assignment: Read Chapter 3
- III. Assignment: Read Chapter 4
- IV. Assignment: Read Chapter 5
- V. Assignment: Read Chapter 6
- VI. Assignment: Read Chapter 7
- VII. Assignment: Read Chapter 8
- VIII. Assignment: MID TERM
- IX. Assignment: Read Chapter 9
- X. Assignment: Read Chapter 10
- XI. Assignment: Read Chapter 11
- XII. Assignment: Read Chapters 12
- XIII. Assignment: Read Chapter 13
- XIV. Assignment: Read Chapter 14
- XV. Assignment: Read Chapter 15 and review
- XVI. FINAL EXAM