

ARIZONA WESTERN COLLEGE  
SYLLABUS

## LAS 204 BUSINESS LAW FOR PARALEGALS

Credit Hours: 3 Lec 3

PREREQUISITE: None

COURSE DESCRIPTION

Examination and preparation of legal contracts and documents used in the formation and operation of business organizations.

1. COURSE GOAL

Develop a basic knowledge of business contracts and documents.

2. OUTCOMES

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

- 2.1 classify contracts by type, method of formation, explicitness, formality, extent of completion, and enforceability.
- 2.2 explain the analytical steps used to determine whether a valid, enforceable contract has been formed.
- 2.3 describe the requirements for making an offer and accepting an offer to form a binding contract.
- 2.4 explain the termination of an offer by revocation, rejection, or operation of law.
- 2.5 evaluate contracts to determine whether the parties gave consideration, possessed capacity, and acted voluntarily to accomplish a legal purpose.
- 2.6 prepare written contracts satisfying the legal requirements of the general contract law and the Uniform Commercial Code.
- 2.7 evaluate performance of contractual duties to determine whether a breach of contract has occurred.
- 2.8 compare and contrast a contract formed under general common law with a contract formed under the Uniform Commercial Code.
- 2.9 describe the contract rights of third parties, including creditor-beneficiaries, donee-beneficiaries, and assignees.
- 2.10 describe the remedies available in the event of a breach of contract.
- 2.11 explain the methods by which monetary damages are calculated for various types of breach of contract.
- 2.12 compare and contrast the formation and operation of the different forms of business organizations, including Sole Proprietorships, General Partnerships, Limited Partnerships, Corporations, and Limited Liability Companies.
- 2.13 evaluate the benefits and disadvantages of each of the different forms of business organization.
- 2.14 explain the laws establishing the liability of each of the participants in each of the different forms of business organization.
- 2.15 describe the effect of the Federal Income Taxation laws applicable to each of the different forms of business organization.
- 2.16 explain the methods of financing a corporation by means of equity securities and/or debt securities.
- 2.17 compare and contrast the characteristics of common stock and preferred stock.
- 2.18 prepare written documents used in the formation and operation of business organizations.
- 2.19 compare and contrast the key provisions of the Securities Act of 1933 and the Securities Exchange Act of 1934, as well as state securities legislation.

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Multi-media Presentations

- 3.3 Group Discussions
4. LEARNING ACTIVITIES
- 4.1 Group Discussions
- 4.2 Oral Presentations
- 4.3 Classroom Demonstrations
5. EVALUATION
- 5.1 Quizzes/Exams
- 5.2 Assignments
- 5.3 Participation
6. STUDENT RESPONSIBILITIES
- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.  
Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.  
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course