I. Course and Instructor

Format: *Online*

Instructor Information:
Name: Diane van Os
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Office Hours: 9-5 M-F
If you have general questions about online learning, please contact **Colorado Mountain College Online Learning** at 800-621-8559, extension 8341 or virtual@coloradomtn.edu.

Course Information:

Course Title: Business Organizations	Synonym Number: 71363
Course Code: PAR-206-DS21	Credits: 3
Semester: Spring 2013	Prerequisite: None
Meeting Times and Days:	
Class Location: Blackboard (online)	
Start Date: 01/14/13	End Date: 05/03/13
Refund Date: 1/30/13	Withdraw Date: 04/07/13

Orientation Note: Orientation can be found via a link on the course homepage.

Computer Access:
Online courses require frequent computer use and access to the internet. It is highly recommended that students have a personal computer for use in online courses. If you need to use a computer at your local Colorado Mountain College location, you will be able to do so during open lab hours. Please check with your local site for times. Labs will not be available for Collaborate web conferencing sessions, if included as part of your course, due to the verbal interaction involved.

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No-show reporting and financial aid: If you have not completed your introductory assignment(s) in Canvas by Tuesday, January 22nd you will be reported as a no-show and dropped from the course. The resultant loss in credit hours may cause a reduction and/or cancellation of your financial aid award. Neither financial aid awards nor class reinstatement can occur after this point without significant documented extenuating circumstances. If you have questions or concerns about this please contact your campus

financial aid specialist. (**www.coloradomtn.edu/web/departments/financial_aid**)

Course Description:

Focuses on the study of the major types of business organizations.

Student Learning Outcomes, Competencies, and Skills:
STANDARD COMPETENCIES:

I. Demonstrate knowledge of types of business entities and their characteristics.
II. Demonstrate knowledge of the formation, maintenance, and dissolution of business entities.
III. Draft documentation related to various business entities.
IV. Increase critical thinking and analytical skills

TOPICAL OUTLINE:

- Agency law
- Sole proprietorship
- Partnerships
- Corporations
- Limited Liability Companies

IDEA Student Ratings of Instruction:

1. Gaining factual knowledge (terminology, classifications, methods, trends).
2. Learning fundamental principles, generalizations, or theories.
3. Learning to apply course material (to improve thinking, problem solving, and decisions).
4. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.
5. Learning how to find and use resources for answering questions or solving problems.

III. Methods and Class Management:

Item Due	Grade Points
Quizzes	6 @ 100 points each
Discussions	6 @ 25 points each
My Business Assignment	3 parts @ 100 points each
TOTAL	1050 Points

Grading Scheme	
90-100 percent	A
80-89 percent	B
70-79 percent	C
60-69 percent	D
Less than 60 percent	F

Unit 1 – Intro, Sole Proprietorships, General Partnerships & Limited Partnerships	• Read chapters 1-4 • Take Quiz 1 • Answer Discussion 1	Due February 1, 2013
Unit 2 – LLP's, LLC's and Unincorporated Organizations	• Read chapters 5-7 • Take Quiz 2 • Answer Discussion 2 • Part I of My Business Assignment	Due February 19, 2013
Unit 3 – Intro to Corporations & Formation of Corporations	• Read chapters 8-9 • Take Quiz 3 • Answer Discussion 3	Due March 9, 2013
Unit 4 – Corporate Finances, Management, Dividends & SEC	• Read chapters 10-13 • Take Quiz 4 • Answer Discussion 4 • Part II of My Business Assignment	Due March 27, 2013
Unit 5 – Changes in Corporate Structure, Foreign Corporations & Termination of Corporate Existence	• Read chapters 14-16 • Take Quiz 5 • Answer Discussion 5	Due April 15, 2013
Unit 6 – Corporate Variations, Employee Compensation & Special Topics	• Read chapters 17-19 • Take Quiz 6 • Answer Discussion 6 • Part III of My Business Assignment	Due May 2, 2013 (Exam will be available until 11:30pm on the 3rd)

NOTICE:

A student judged to have engaged in academic misconduct as defined in the "Academic Policies and Requirements" section of the Colorado Mountain College Student Handbook will, at a minimum, receive a "zero" for the work in question. The student may also be removed from the class, resulting in a failing grade. All student course material may be submitted to Turnitin (or another anti-plagiarism program) at the instructor's discretion. "Academic Expectations," the "Student Code of Conduct and Judicial Process" and more information about academic misconduct can be found in the Student Handbook, online version at: **www.coloradomtn.edu/File/student_handbook.pdf**.

Students are responsible for course materials from assigned text(s) and reading, lectures, labs, and other assignments as required.

The instructor may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified of changes in the Canvas course shell.

If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and feel you may need classroom accommodations based on the impact of your disability, please contact the Disability Services Coordinator

on your campus.

- Edwards and Steamboat Springs: Deb Farmer at 970-870-4450
- Aspen, Carbondale, Glenwood Springs (including Spring Valley), and Rifle: Dr. Anne Moll at 970-947-8256
- Breckenridge, Dillon, Leadville, and Chaffee County: Sandi Conner at 719-486-4200

Students wishing to withdraw from this course must INITIATE the course withdrawal/drop process at the site Registration Office.

This class could be cancelled one week prior to the census date if a sufficient number of students are not enrolled by that date.

IV. Grading System & Options:

Information about grading is available in the Colorado Mountain College catalog. You will receive a grade report for current semester courses at the end of each term. This grade report is mailed to your permanent mailing address. Reports are mailed approximately two weeks after the end of the academic term. Additional information is available at:
http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=620#Grading_System_and_Options_

V. Required Course Materials

Text: Business Organizations for Paralegals
Author: Debra Bouchoux
Edition: 6th
Publisher: Aspen
ISBN: 978-1-4548-0866-4

Ordering Books
Colorado Mountain College has chosen to partner with Follett Virtual Bookstores to operate textbook services. You will find the official textbook list at **www.coloradomtn.bkstr.com**. If you ever have any online bookstore questions, you can email coloradomtn@fvb.follett.com or call 800-621-4088.

Students can sell back books anytime online or in-person at Follett's CMC buyback events. Sign up for the online store's email list at **www.coloradomtn.bkstr.com/email** for more information on future buyback dates/times and to receive other important messages from Follett.

Ordering Textbooks with Financial Aid:
Students wishing to use their Financial Aid to purchase their textbooks from the Colorado Mountain College Online Bookstore (Follett) may be set up with a *CMC Flex Pay account*. Contact your local CMC Accounts Manager for instructions and your specific username and password information. If you are not close to a CMC site contact CMC Online Learning at 970-947-8341 or virtual@coloradomtn.edu.

VI. Other Information:

Online is not "at your own pace"! Note there are due dates, not due "days" so watch the Schedule!

Canvas
Canvas by Instructure is the online learning management system (LMS) used by Colorado Mountain College. You access Canvas via your web browser, i.e.: Mozilla/Firefox, Internet Explorer, Opera, etc. Students, faculty and staff members use the CMC Canvas site to access course announcements, documents, research links and library resources, to receive and deliver completed assignments, take tests, and to communicate with each other via email, discussion boards and chat.

For instructions on How to Access your Canvas Account, Canvas How To's, and who to contact for all your Canvas questions and support needs, please visit: **www.coloradomtn.edu/web/departments/faq-for-students**.

Student Email
All CMC students enrolled in a credit-based class (0.5 hour credit class or more) will be assigned a CMC student email address through Google mail (Gmail). Please allow at least 48 hours after you register for this account to be activated. For more information on your CMC student email account, please visit the Student page of the MyCMC Portal: **mycmc.coloradomtn.edu**.

A Few Words About Microsoft Word
Microsoft Word is the standard word processing program for the majority of CMC instructors. Students without Microsoft Word may use the free software from **www.OpenOffice.org** to create Word-compatible documents. The program also includes spreadsheet, presentation, drawing, and database applications. The program is available for Windows, Macintosh, or Linux operating systems. Microsoft Word is installed on computers available in computer labs at CMC locations.

Virtual Library Information
http://library.coloradomtn.edu/content.php?pid=349163&sid=2891178

The Virtual Library has its doors open 24/7, providing access to thousands of online journals and newspapers, books and art images, downloadable videos and audio books, career resources and practice tests.

If you need help with the Virtual Library, email reference@coloradomtn.edu or call us at 800-621-8559, extension 2926.

Colorado Mountain College Online Learning
Information is available at: **www.coloradomtn.edu/online_learning/.**