This course supports the assessments for Legal Issues in Business Organizations. The course covers 2 competencies and represents 3 competency units.

Introduction

Overview
Why study business law? Is there any question that your society, including the business community, has become more and more litigation-prone? There has been a major surge in legal actions involving both small and large corporations over the past decade. The result of not understanding the legal issues and the ramifications of missing legal requirements on a business can be extremely costly and can even lead to the collapse of the business itself, as seen in some of the recent financial failures and shareholder lawsuits against management. An awareness and understanding of the legal environment protects the business, its employees, shareholders, and other stakeholders.

This study plan is designed to prepare you for the performance assessment consisting of two separate sections, each with specific performance tasks to be completed. The first section has two parts:

- Part A requires the analysis and determination of whether certain business activities violate specific labor and employment laws. Once you have successfully completed this study plan you should be able to identify violations of particular labor and employment laws in a given business setting.
- Part B requires an analysis and recommendation of a form of business ownership based on a given situation, and will take the form of a report and a business memorandum. Once you’ve successfully completed the study plan you should be able to determine the proper business organization forms.

You have some experience with the legal system, either through your own encounters or merely through listening to nightly news reports, and have probably seen or heard about various business legal issues which can serve you well in this study. Now you can expand that understanding of the business legal environment and perhaps refine and enhance your own views on these issues. Once you complete this study plan you will have demonstrated a level of competence that you can immediately use in your work and career experience.

Competencies
This course provides guidance to help you demonstrate the following 2 competencies:

- **Competency 310.1.2: Organizational Forms**
  The graduate can select the appropriate form of organization for a business.
- **Competency 310.1.5: Labor and Employment Law**
  The graduate can determine whether business activities in a given situation violate specific labor and employment laws.

Course Instructor Assistance
As you prepare to demonstrate competency in this subject, remember that course instructors stand ready to help you reach your educational goals. As subject matter experts, mentors enjoy and take pride in helping students become reflective learners, problem solvers, and critical thinkers. Course instructors are excited to hear from you and eager to work with you.

Successful students report that working with a course instructor is the key to their success. Course instructors are able to share tips on approaches, tools, and skills that can help you apply the content you're studying. They also provide guidance in assessment preparation strategies and troubleshoot areas of deficiency. Even if things don’t work out on your first try, course instructors act as a support system to guide you through the revision process. You should expect to work with course instructors for the duration of your coursework, so you are welcome to contact them as soon as you begin. Course instructors are fully committed to your success!

**Preparing for Success**

The information in this section is provided to detail the resources available for you to use as you complete this course.

**Learning Resources**

The learning resources listed in this section are required to complete the activities in this course. For many resources, WGU has provided automatic access through the course. However, you may need to enroll or acquire other resources. Read the full instructions provided to ensure that you have access to all of your resources in a timely manner.

**Automatically Enrolled Resources**

You can access the learning resources listed in this section by clicking on the links provided throughout the course. You may be prompted to log in to the WGU student portal to access the resources.

**SkillSoft and Books 24x7**

You will access SkillSoft items at the activity level within this course. For more information on accessing SkillSoft items, please see the "Accessing SkillSoft Learning Resources" page.

**Flat World Knowledge E-Texts**

The following textbook is available to you as a e-text within this study plan. You will be directly linked to the specific readings required within the activities that follow:


  *Note: Only two chapters are assigned reading from this text in this course. However, there is a broad range of additional information contained in the other chapters of the text that can broaden your knowledge in this area of study.*

**VitalSource E-Texts**

The following textbooks are available to you as e-texts within this course. You will be directly
linked to the specific readings required within the activities that follow.


*Note: These e-texts are available to you as part of your program tuition and fees, but you may purchase hard copies at your own expense through a retailer of your choice. If you choose to do so, please use the ISBN listed to ensure that you receive the correct edition.*

**LIT1 Learning Community**

You will need to access the LIT1 Learning Community. You can access it through the "Learning Resources" tab. In this community, you will receive notices and instructions related to this course, and you will share ideas and thoughts with your course instructor and other students.

**Pacing Guide**

The pacing guide suggests a weekly structure to pace your completion of learning activities. It is provided as a suggestion and does not represent a mandatory schedule. Follow the pacing guide carefully to complete the course in the suggested time frame.

**Week 1**

- Preparing for Success
- Concepts of Labor and Employment Law

**Week 2**

- Employment and Labor Law Violations

**Week 3**

- Preparing to Submit Task 310.1.5-02, 11,13

**Week 4**

- Identifying Business Forms of Organization and Partnerships

**Week 5**

- Contrasting Forms of Organization in Business

**Week 6**

- Preparing to Submit Task 310.1.2-01-06

**Preparing Flashcards**
Throughout this course you will find activities asking you to prepare flashcards. These are simply cards that you prepare with key concepts, terms, and ideas on one side and the definition or description of that item on the other side. These can be 3x5 index cards, sticky notes, or anything that would work for your study methods. Flashcards are an excellent review technique to be sure you understand each of the important concepts in your reading and study.

**Labor and Employment Law Concepts**

The activities for this subject will introduce you to the concepts associated with labor and employment law.

All businesses in the United States are subject to a variety of federal and state laws and regulations regarding how they conduct business, and more particularly, how to treat employees fairly and equitably. Issues of family; medical leave; pregnancy; discrimination based on gender, race, and ethnicity; equal pay; workplace safety; and disability are just a few of the situations covered by various federal acts. It is important for any business owner to know and understand the major labor and employment laws that affect business operations; including acceptable business practices and how to recognize violations should they occur.

**Concepts of Labor and Employment Law**

When you have completed this topic you will be able to do the following:

- Describe key provisions of the Family and Medical Leave Act
- Explain the purpose and significance of COBRA
- Describe the key provisions of the Age Discrimination in Employment Act
- Describe the key provision of the Americans with Disabilities Act
- Identify proper and improper hiring practices

Today, more than ever, the issues surrounding employment and federal regulation of labor play a major role in management decision-making. Having a clear understanding of key federal employment and labor laws will provide a solid basis for understanding options as an employer, whether in a small or large business organization.

This topic addresses the following competency:

- **Competency 310.1.5: Labor and Employment Law**  
  The graduate can determine whether business activities in a given situation violate specific labor and employment laws.

**Employment Laws**

Visit the following web sites to learn about the concepts behind the respective employment laws.

**The Family and Medical Leave Act (FMLA)**

- [The Family and Medical Leave Act](#)
- [FMLA Compliance](#)
Age Discrimination

- Facts About Age Discrimination
- EEOC.gov

Americans with Disabilities Act

- ADA Home Page
- The ADA: Your Employment Rights as an Individual With a Disability

Take particular note of how these acts affect employers and employees. After exploring these web sites, you should be able to answer the following questions:

- What is the purpose of the laws regarding FMLA, age discrimination, and ADA?
- What are the key characteristics of FMLA?
- What are the key characteristics of laws related to age discrimination?
- What are the key characteristics of ADA?
- How do these laws apply to the given scenarios in the performance task?

SkillSoft and Books24x7

For additional information on labor and employment law, access the Skillsoft Home Page. Use the key word search and search for books in SkillSoft. Here are some suggested keywords:

- Federal Employment Laws
- Age Discrimination in Employment Act (ADEA)
- American with Disabilities Act (ADA)
- Family and Medical Leave Act (FMLA)

Labor and Employment Law Requirements

The activities for this subject will conclude your study of concepts associated with labor and employment law, and prepare you to submit your first task in Taskstream for grading.

All businesses in the United States are subject to a variety of federal and state laws and regulations regarding how they conduct business, and more particularly, how to treat employees fairly and equitably. Issues of family; medical leave; pregnancy; discrimination based on gender, race, and ethnicity; equal pay; workplace safety; and disability are just a few of the situations covered by various federal acts. It is important for any business owner to know and understand the major labor and employment laws that affect daily business operations, including acceptable business practices and how to recognize violations should they occur.

Employment and Labor Law Violations

When you have completed this topic you will be able to do the following:
• Describe the key provisions of various federal employment and labor acts
• Explain whether a violation of a particular federal employment or labor act has occurred in a given business situation

This topic addresses the following competency:

• Competency 310.1.5: Labor and Employment Law
  The graduate can determine whether business activities in a given situation violate specific labor and employment laws.

Employment Discrimination

Read the following chapter in *The Legal and Ethical Environment of Business*:

- Chapter 12 ("Employment Discrimination")

After reading the chapter, answer the questions stated in the "Exercise" box at the end of each section.

Website Reviews

Review the following websites for additional information:

- Family and Medical Leave Act (FMLA)
- Age Discrimination
- Americans with Disabilities Act (ADA)

The Community Chatter

Check the community chatter in the course, and post any questions you might have at this point. Be sure to follow the questions and responses of other students and the expert advice of the course instructor on the community chatter.

Review and Submission of Task 1

As you prepare to complete your work with the performance assessment and this study plan, you should have developed competency in determining whether business activities in a given situation violate specific labor and employment laws, including the following:

- evaluating a given situation to determine how the provisions of the Family and Medical Leave Act of 1993 would apply,
- analyzing a given situation to determine whether a violation of the Age Discrimination in Employment Act of 1967 has occurred, and
- analyzing a given situation to determine whether there has been a violation of the Americans with Disabilities Act of 1990.

Preparing to Submit Task 1

Now that you have completed your study of concepts necessary to understand and apply various provisions of labor and employment to business situations, it is time to see if you can apply your knowledge by analyzing three case studies for Task 310.1.5-02, 11, 13.
Carefully read the "Given" for the task as it contains the relevant facts you need to consider as you develop your report for this company. Draft your essay for the task and be sure to include the following:

- three sub-headings, one for each of the three situations,
- a clear description of the relevant facts of the "Given" for each situation,
- a clear description of the pertinent provision(s) of the federal act pertaining to each situation, and
- a clear explanation of whether or not a violation of the pertinent act occurred in each situation.

**Finalize Your Document**

1. Organize your essay into sections using subheadings, one section for each situation presented.
2. Remove all spelling and grammatical errors from your document.
3. Check your formatting to make sure that you have used the same format throughout the document.
4. Read the essay closely to make sure your sentences are clear and concise.
5. If you used references, make sure that you cite them using APA style.

**Self-Check**

Make sure your task includes the following:

- A logical evaluation of how the provisions of the Family and Medical Leave Act of 1993 apply to the facts of Situation A.
- A clear explanation of whether or not a violation has occurred in Situation A.
- A logical evaluation of how the provisions of the Age Discrimination in Employment Act of 1967 apply to the facts of Situation B.
- A clear explanation of whether or not a violation has occurred in Situation B.
- A logical evaluation of how the provisions of the Americans with Disabilities Act of 1990 apply to the facts of Situation C.
- A clear explanation of whether or not a violation has occurred in Situation C.

**Legal Issues for Business Organization Performance Task**

Complete the following task in Taskstream:

- Legal Issues for Bus.Org: Task 310.1.5-02, 11, 13

For details about this performance assessment, see the "Assessment" tab in this course.

**Forms of Business Ownership**

The activities for this subject will introduce you to the concepts associated with forms of business ownership.

Forms of business ownership cover a wide range of different types of business structures:
Each of these business forms has its own set of characteristics, advantages, and disadvantages for owners and management. Various federal laws, IRS regulations, and state regulations will apply depending on the business form. Deciding on the proper form of business is one of the most important decisions a business owner must make, and requires a careful analysis of the specific characteristics, business activity, and various business forms under consideration.

**Identifying Business Forms of Organization and Partnerships**

When you have completed this topic you will be able to accomplish the following:

- Describe the characteristics of a sole proprietorship, general partnership, limited partnership, limited liability company, sub-chapter S corporation, and C corporation.
- Differentiate between a sole proprietorship, general partnership, limited partnership, limited liability company, sub-chapter S corporation, and C corporation as an appropriate form of business organization in a given business situation.
- Explain the key characteristics of partnerships.
- Describe the duties and responsibilities of corporate officers and directors.
- Describe how a corporate entity may be terminated.

Just look at the news today and you will see that the importance of understanding business legal issues is at the forefront of the country's concerns over the financial crisis. This is your opportunity to develop not only your understanding of these legal concepts, but also your competence in applying these principles to a variety of business settings, including your employment experience.

Your study of business forms of organization includes resources from the Internet, and your etexts. Be sure to utilize each of these resources as they provide a broad range of viewpoints on the topics you will need to master in order to pass the performance assessment.

This topic addresses the following competency:

- **Competency 310.1.2: Organizational Forms**
  The graduate can select the appropriate form of organization for a business.

**Business Organizations**

Read the following chapter in *The Legal and Ethical Environment of Business*:

- Chapter 11 ("Business Organizations")

After reading the chapter, answer the questions stated in the "Exercise" box at the end of each section.
Read the following chapters from *Business Law and the Legal Environment* (2006):

- Chapter 32 Starting a Business
- Chapter 33 Partnerships
- Chapter 34 Life and Death of a Corporation
- Chapter 35 Corporate Management
- Chapter 36 Shareholders

Read the following chapter from *Business Law and the Legal Environment* (2016):

- Chapter 31 Starting a Business: LLCs and Other Options

These chapters provide a straightforward and meaningful discussion on the ten different forms of businesses that are found in the United States.

After reading the information, you should be able to answer the questions below about the following forms of business ownership:

1. sole proprietorship
2. general partnership
3. limited partnership
4. C corporation
5. S corporation
6. limited liability company

- How would you describe each form of business ownership?
- What are the distinguishing characteristics of each form of business ownership?
- What are the advantages of each form of business ownership?
- What are the disadvantages of each form of business ownership?

**Contrasting Forms of Organization in Business**

When you have completed this topic you will be able to do the following:

- Compare and contrast various forms of business organizations.
- Identify the advantages and disadvantages of various forms of business organizations.

When you have completed this portion of the "Characteristics of Business Forms of Organization" subject you will compare and contrast various forms of business organizations. Identify the advantages and disadvantages of various forms of business organizations. You can now build on what you learned in the last subject and expand your knowledge to understand the distinctions organizations. This will lead to your demonstration of competence in identifying correct forms of business organization.

This topic addresses the following competency:

- Competency 310.1.2: Organizational Forms
The graduate can select the appropriate form of organization for a business.

Choosing a Business Form

Review the following chapter in *The Legal and Ethical Environment of Business*:

- Chapter 11 ("Business Organizations")

Review the following chapter from *Business Law and the Legal Environment* (2016):

- Chapter 31 Starting a Business: LLCs and Other Options

Review and Submission of Task 2

You have mastered the concepts related to selecting an appropriate form of business organization, and how to apply those concepts to a particular business situation. This is more and more significant today as business liabilities and legal issues have taken on a larger concern for management in both small and large organizations.

At this point you should have developed competency in selecting the appropriate form of organization for a business, including the ability to do the following:

- Differentiate between a sole proprietorship and general partnership.
- Differentiate between a general partnership and a limited partnership.
- Identify the distinguishing characteristics of C corporations.
- Identify the distinguishing characteristics of S corporations.
- Recognize the characteristics of a limited liability company (LLC).
- Determine the appropriate business form for a given situation.

Preparing to Submit Task 2

Now that you have completed your study of the forms of business organizations, it is time to for you to apply your knowledge by drafting your recommendations required in Task 310.1.2-01-06. Carefully read the given information for the task in the Taskstream Instructions. Those are the relevant facts you need to consider as you develop your recommendations and prepare your task.

Complete the Business Form Document for Part A of the Task

Be sure to include the following information in the form:

- a brief description of each business form (sole proprietorship, general partnership, limited partnership, C corporation, S corporation, limited liability company);
- a list of two advantages and two disadvantages of each form; and
- a discussion of the five key characteristics listed in the introduction to this task (liability, income taxes, continuity of the organization, control, and profit retention) and how they relate to each form of business organization.

Draft Your Memorandum for Part B of the Task
Be sure to include the following in your memorandum:

- a recommendation of a specific form of organization that should be used in the given situation and
- a justification or rationale as to why that is the best business organization form for this situation that considers liability, continuity, income taxes, profit retention, and control.

**Finalize Your Documents**

1. Include both the form and memorandum in one word processing document, labeled as "Part A (the form)" and "Part B (the memorandum)."
2. Remove spelling and grammar errors from the document.
3. Check your formatting to make sure that you have used the same format throughout the document.
4. Read the form and memorandum closely to make sure your sentences are clear and concise.
5. If you used references, make sure that you cite them using APA style.
6. Save your document, with the following naming convention: student number/last name/LIT1 Task number (e.g., 55455 Smith LIT1 Task 310.1.2-01-05).

**Legal Issues for Business Organization Performance Task**

Complete the following task in Taskstream:

- Legal Issues for Bus.Org: Task 310.1.2-01-06

For details about this performance assessment, see the "Assessment" tab in this course.

**Final Steps**

Congratulations on completing the activities in this course! This course has prepared you to complete the assessments associated with this course. If you have not already been directed to complete the assessments, schedule and complete them now.