



EFFECTIVE: MAY 2006

CURRICULUM GUIDELINES

A. Division: Education Effective Date: **May 2006**

B. Department / Program Area: Commerce & Business Admin Revision ☐ New Course ☒

If Revision, Section(s) Revised:
 Date of Previous Revision:
 Date of Current Revision:

C: OADM 1439 D: Corporate Procedures II E: 1.5

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This is a BCcampus online provincial course. This course introduces you to the role and responsibilities of a legal administrative assistant working in the field of corporate law. This course covers corporate structure and completion of filing forms as it relates to sole proprietorships, partnerships, limited partnerships, societies, cooperatives, non-reporting companies and extra-provincial non-reporting companies. The course also introduces you to securities and to BC OnLine (an Internet access to government services and information about BC companies).		
G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Online lecture Online lab Number of Contact Hours: (per week / semester for each descriptor) Lecture: 4 hours per week/30 hours per semester Lab: 4 hours per week/30 hours per semester Number of Weeks per Semester: 7 ½ weeks X 8 hours per week = 60 hours/semester	H: Course Prerequisites: OADM 1438	
	I: Course Corequisites: Nil	
	J: Course for which this Course is a Prerequisite Nil	
	K: Maximum Class Size: 24	
L: PLEASE INDICATE: <div style="display: flex; align-items: center;"> <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: </div> SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)		

M: Course Objectives / Learning Outcomes

1. Identify and have basic knowledge of a sole proprietorship, partnership, limited partnership, society, cooperative, non-reporting company, reporting company and extra-provincial company (non-reporting).
2. Outline the procedures in the forming or registration of a sole proprietorship, partnership, limited partnership, society, cooperative, non-reporting company, extra-provincial company (non-reporting).
3. Prepare the documentation and/or forms necessary for registering or forming a sole proprietorship, partnership, limited partnership, society, cooperative, non-reporting company, extra-provincial company (non-reporting).
4. Resource and apply applicable fee schedule application to specific business organizations.
5. Follow procedures set forth by the Registrar of Companies.
6. Be familiar with terms associated with the various forms of business organizations.
7. Distinguish between all forms of businesses covered.
8. Outline the rights of individuals involved in the various forms of business.
9. Prepare the necessary documentation for a change in directors or change of address.
10. Practise confidentiality and demonstrate an awareness of ethical responsibilities in the completion of all work.
11. Utilize legal reference materials and other sources of information.
12. Define and correctly spell legal terms.
13. Understand the structure of securities.
14. Understand the structure and uses of BC OnLine and other agencies.

N: Course Content:

1. Sole Proprietorship
 - a) Nature
 - b) Liability
 - c) Advantages
 - d) Disadvantages
 - e) Name Approval Request Form
 - f) Declaration for registration of general partnership or sole partnership
 - g) Dissolution or change of partnership or sole proprietorship registration
2. Partnership (General and Limited)
 - a) Nature
 - b) Liability
 - c) Advantages
 - d) Disadvantages
 - e) Name Approval Request Form
 - f) Registration of a partnership
 - g) Partnership Act—Sets out the rights and duties of partners (Partnership agreement is recommended but not mandatory)
 - h) Declaration for registration of general partnership or sole partnership
 - i) Dissolution or change of partnership or proprietorship registration
3. Limited partnerships
 - a) Nature
 - b) Liability of general and limited partners
 - c) Filing a Form 1—Registration statement for a limited liability partnership
 - d) Form 3—Changes to registration statement
4. Fees associated with sole proprietorship, partnerships, and limited partnership
5. Corporations
 - a) Private—Non-reporting Company
 - i. Review of incorporation process
 - ii. Review of duties and responsibilities of directors and shareholders

- b) Extra-provincial
 - i. Overview
 - ii. Nature and purpose
 - iii. Statement of registration
 - iv. Notice of directors for extra-provincial companies
 - v. Errors and omission
 - vi. Maintaining an extra-provincial company
 - vii. Notice of change of address of attorney
 - viii. Change of head office in the province
 - c) Public—Reporting Company
 - i. Overview
 - ii. Nature and purpose
- 6. Societies
 - a) Purpose and characteristics
 - b) Reasons for incorporating
 - c) Differences between society and non-reporting company
 - d) Incorporation procedures and forms
 - i. Constitution and bylaws (choice of constitution):
 - (1) Form 1; or
 - (2) Form 2; or
 - (3) Form 3
 - ii. Form 4—List of first directors (incorporators)
 - iii. Form 5—Address of society
 - e) Quorum
 - f) Annual reporting
 - g) Change in constitution/bylaws
 - h) Fees
- 7. Cooperatives
 - a) Purpose and characteristics
 - b) Reasons for incorporating
 - c) Differences between cooperative, society, and non-reporting company
 - d) Incorporation procedures and forms
 - i. Memorandum of association
 - ii. Rules of the association
 - iii. List of first directors (including number of incorporators)
 - iv. Notice of registered office
 - v. Filing incorporation documents
 - e) Quorum
 - f) Annual reporting
 - g) Fees
- 8. Overview of securities
- 9. Overview of BC Online, corporate registry, and other Internet business registration services

O: Methods of Instruction

Communication between instructor and students will be conducted online using WebCT e-mail, discussion, chat utilities, guided practices, assignments, and case studies. Students will work both independently and collaboratively to learn and apply procedures and tasks carried on in a legal office. Both learning activities and evaluations will be structured to stress problem solving, accuracy, and working within time constraints.

P: Textbooks and Materials to be Purchased by Students

Online notes and materials

Q:	Means of Assessment	
	Group participation	10%
	Assignments	30%
	Quizzes	30%
	Final exam	<u>30%</u>
		100%
R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR		
This course is open for PLAR.		

Course Designer(s) Julie Crothers

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