

EFFECTIVE: JANUARY 2006 CURRICULUM GUIDELINES

А.	Division:	Instructional		Eff	ective Date:		January 20	06
B.	Department / Program Area:	Commerce & Busine Office Administratio		Re	vision	619P		AMCID
C:	OADM 1438		Corporate Pro	Re Da Da	Revision, Section(s) vised: te of Previous Revision te of Current Revision: ires I		1.5	
	Subject & Course No.		Descriptive Title			Semester Credits		
F:	the role and resp an extensive ove including Sole F and Public: Rep necessary for ma	r Description: This is a BCCampus online provincial course. This course introduces the student to and responsibilities of a Legal Administrative Assistant working in the field of corporate law. Through sive overview of the various forms of g Sole Proprietorship, Partnership (General and Limited), and Corporations (Private: Non-Reporting, lic: Reporting) and Corporate Registry. Students will acquire a basic knowledge of the Bu y for maintaining records of a British Columbia Corporation. The course will cover incorporation res, post corporate procedures and annual maintenance also.						nrough ting,
G:			H	ł:	Course Prerequisites: OADM 1430 or equ equivalent		I OADM 14	431 or
			I	:	Course Corequisites: Nil			
	Number of Cont for each descrip	tact Hours: (per week / s tor)	semester J	:	Course for which this	s Cour		
	semester	rs per week/30 hours p er week/30 hour per se						
	Number of Wee	ks per Semester:	F	ζ:	Maximum Class Size	:		
	7½ weeks X 8 h	nours/week = 60 hours/	/semester		24			
L:	PLEASE INDICATE:							
	Non-Credi	it						
		redit Non-Transfer						
	College Ci	redit Transfer:						
	SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)							

M:	Course Objectives / Learning Outcomes						
	The learner has reliably demonstrated the ability to:						
	 Identify different forms of business ownership and outline the advantages and disadvantages of each. Describe the methods of incorporating companies that may operate in British Columbia. Outline the incorporation procedures of a non-reporting Corporation in British Columbia. Prepare the documentation necessary to incorporate a non-reporting Corporation in British Columbia. Outline the rights of shareholders and the role of the board of directors. Distinguish between ordinary and special resolutions and certified copies of same. Distinguish between shares with par value and shares without par value (kind) and common and preferred shares (class). Understand the use of the corporate seal. Outline the contents of a corporate record book. Prepare post-incorporation documentation necessary after registration of a non-reporting Corporation. Understand the purpose of filing Annual Reports with the Registrar of Companies and be able to prepare related documentation. Prepare the necessary documentation to change the director/officer of a corporation and allot or transfer shares Practice confidentiality and demonstrate an awareness of ethical responsibilities in the completion of all work. Utilize legal reference materials and other sources of information. Define and correctly spell legal terms. 						
	16. Demonstrate a basic working knowledge of Corporate Registry.						
N:	Course Content: 1) Overview a) Sole Proprietorship i. Nature ii. Liability iii. Advantages iv. Disadvantages v. Name Approval Request Form vi. Declaration for Registration of General Partnership or Sole Proprietorship vii. Dissolution or Change of Partnership or Sole Proprietorship Registration b) DriaAsdma@ff@eds Tf0 Tc 0.5269 0 Td()Tj/TT1 1 Tf-0.00031 Tc 0.89819 0 Td[Natu)3(re)TJETEMC /P &M						

- 2) Incorporation
 - a) Explanation
 - b) Name
 - c) Professional Practice Companies
 - d) Registered and Records Offices
 - e) Authorized Share Structure
 - f) Special Rights and Restrictions
 - g) First Directors
 - h) Incorporators
 - i) Other Business Issues
 - j) Completing Party
 - k) Incorporation Documents
 - 1) Incorporation Process
 - m) Completion of Incorporation
 - n) Incorporation: Procedure/Checklist
 - o) Incorporation Information Form
 - p) Name search/reservation
 - q)

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- d) Shares
- e) Share Certificates
 - i. General Notes
 - ii. Face
 - iii. Back Instrument of Transfer
- f) Affidavit of Applicant
- g) Policies on Noting Date and Time
- h) Transition Points
- 6) Directors and Officers

a)

- Explanation
 - i. Number
 - ii. Residency
 - iii. Personal Qualifications for election
 - iv. Prescribed Address
 - v. Share Qualification
 - vi. Election of Directors
 - vii. Casual Vacancy
 - viii. Increasing the Board
 - ix. Cessation or Resignation of Directors
 - x. Loss of Quorum
 - xi. If no Directors in Office
 - xii. Application to remove self as Director or Officer
 - xiii. Form 10 Notice of Change of Directors
- b) Officers
- c) Liability of Directors and Officers
- d) Disclosable Interest
- e) Disclosure Statement
- f) Indemnification of Directors and Officers
- g) Restriction on Power
- h) Procedure/Checklist for Change in Directors and Officers
- i) Consent to Act as a Director or Officer
- j)