



**EFFECTIVE: MAY 2006**  
**CURRICULUM GUIDELINES**

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

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

Subject & Course No.	Descriptive Title	Semester Credits
<b>F:</b> Calendar Description: <b>This is a BCcampus online provincial course.</b> 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).		
<b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  <b>Online lecture</b> <b>Online lab</b>  Number of Contact Hours: (per week / semester for each descriptor)  <b>Lecture: 4 hours per week/30 hours per semester</b> <b>Lab: 4 hours per week/30 hours per semester</b>  Number of Weeks per Semester:  <b>7 ½ weeks X 8 hours per week = 60 hours/semester</b>	<b>H:</b> Course Prerequisites:  <b>OADM 1438</b>	
	<b>I:</b> Course Corequisites:  <b>Nil</b>	
	<b>J:</b> Course for which this Course is a Prerequisite  <b>Nil</b>	
	<b>K:</b> Maximum Class Size:  <b>24</b>	
<b>L:</b> PLEASE INDICATE:  <div style="display: flex; justify-content: space-between;"> <span>Non-64</span> <span>221.70052</span> <span>Tm(eks</span> <span>per</span> <span>sjET2001</span> <span>Tm(</span> <span>)TjET2410.02</span> <span>131..0296s)Tj10.02</span> </div>		

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,



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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