



COURSE OUTLINE

Please save a copy onto your computer before filling in the form

Course Name: Corporate Law

Department Head/Coordinator: Helen Roberts

Effective Date: January 2016

School or Centre:	Department:	
School of Hospitality and Business	Applied Business	
Course History:	Year of Study:	
Click arrow for options	1st Year Post-secondary	
Name of Replacing Course (if applicable):	Course Number:	OADM 1452
	Number of Credits:	3.0

Course Pre-requisites (if applicable):

OADM 1450 (Legal Office Procedures)

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No Yes (details below):

Course Description:

This course covers different business structures, corporations, incorporation procedures, post-incorporation procedures, annual maintenance, and dissolution procedures. Students prepare documents acceptable for electronic filing with the Registrar of Companies and handle files as a corporate legal administrative assistant, including preparation of correspondence, share certificates, and registers. Vocabulary and transcription are included.

Note to instructors: An instructional strategy is an approach that an instructor uses to achieve the learning outcomes (e.g., lecture, case study, video, group work).

Instructional Strategies:

This course emphasizes practical skills training, including keyboarding and transcription. Students will work individually and in groups in a computer lab. Theory is presented in lectures, videos, and demonstrations. Both practical and theoretical knowledge may be supported with field trips to Law Courts and law offices. Attendance is mandatory: 3 or more absences may result in withdrawal from the program.

Course Learning Outcomes:

Upon completion of this course, the student will be able to:

1. communicate effectively, using the language, theory and precedents appropriate to corporate law
2. analyze and solve corporate law issues independently and collaboratively
3. identify the types of business structures in British Columbia and the advantages and disadvantages of each
4. create accurate correspondence and documents relating to the requirements and process of incorporation, and maintenance of a partnership and a non-reporting company pursuant to the Business Corporations Act.

Program Learning Outcomes:

Graduates of this program will have acquired the skills and knowledge to:

- Create, edit, print, store and retrieve legal documents and correspondence
- Perform legal administrative assistant duties and procedures in the areas of corporate law, conveyancing, litigation, family law, and wills and estates
- Apply time management principles and set priorities
- Analyze and solve problems independently and collaboratively
- Communicate effectively, and respect confidentiality
- Keyboard quickly and accurately, proofread effectively, and transcribe from audio dictation

Evaluation/Grading System *(Click on drop down box arrows to see list of options)*

Grading System	Specify if 'Other':	Specify Passing Grade:
Letter Grades		C+

Components and Weighting of the Assessment/Evaluation Plan: *(Click on drop down box arrows to see list of options)*

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Assignments	30	
Other	15	Transcription - assignments 5%, test 10%
Quizzes/Tests	20	Theory quiz 1
Quizzes/Tests	10	Theory quiz 2
Final Exam	25	Practical examination
	Total	100

Learning Environment/Type *(Select all that are used within the course)*

Instruction Type	Hours Per Instruction Type	Comments
B - Lab (Computer, Chemistry...)	50	
E - Seminar	25	
Enter Total Hours	75	

Resource Material(s):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

Course Topics and Sequence Covered:

The business client
The corporate client
Maintaining corporate records and record book
Record keeping - Directors
Annual requirements for companies
Record keeping - Shareholders
Recording decisions using minutes and making mid-year decisions
Incorporating a company - before the application, the application itself, and after the application

VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about-vcc/policies/index.cfm>

To find out how this course transfers, visit the BC Transfer Guide at www.bctransferguide.ca.

FOR COMMITTEE USE ONLY

Date Approved by Education Council:	Dec. 8, 2015	Date Approved by VCC Board (if applicable):	
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