

A: Division: **INSTRUCTIONAL** Date: **JUNE 1997**
 B: Faculty: **COMMERCE AND BUSINESS ADMINISTRATION** New Course:
 Program: **OFFICE ADMINISTRATION** Revision of Course Information form: **MARCH 1993**
 C: **OADM 217** D: **LEGAL OFFICE PROCEDURES - CORPORATE LAW** E: **2**

Subject & Course No. Descriptive Title Semester Credit

F: **Calendar Description:** This two-credit course introduces the student to the functions and duties of a legal secretary working in corporate law in British Columbia. Terminology, procedures, and documentation related to the formation and dissolution of proprietorships and partnerships will be covered. The focus will be on terminology and rules related to preparing and handling legal correspondence and documents involved in non-reporting corporations. This course is offered on site and by distance.

Summary of Revisions:
 1997-02 Sections: F,G,H,I,K,N,O,P,Q,R

G: Type of instruction: Hrs per week

Lecture:	2	Hrs.
Laboratory:	3	Hrs.
Seminar:		Hrs.
Practicum:		Hrs.
Student Directed Learning:		Hrs.
Total:	5	Hrs.

Semester Total (5 x 10 wks): 50 Hrs.

Distance Education Guidelines - 10 weeks with defined faculty access.*

*Note: Student/instructor contact hours to be established through a pilot project.

H: Course Prerequisites:
OADM 215

I: Course Corequisites:
On-site: OADM 303 and (OADM 309 or OADM 308)

J: Course for which this Course is a Prerequisite:
nil

K: Maximum Class Size:
On-site: 24
Distance: Student/ instructor ratios to be established through a pilot project.

L: College Credit Transfer
 College Credit Non-Transfer
 Non-Credit

M: Transfer Credit: Requested:
 Granted:

Specify Course Equivalents or Unassigned Credit as appropriate:
BCOU
SFU
UBC
UNBC
UVIC
Other:

Brenda Read
 Course Designer(s): B. Read
J. Sator
 Dean: J. Sator

J. McKendry
 Vice President, Instruction: J. McKendry
P. Angus
 Registrar: P. Angus

N: TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS

Colvin, Carole and Sheila Paige, Corporate Law Manual, Latest Ed. Douglas College

Colvin, Carole and Sheila Paige, Corporate Law Precedents, Latest Ed. Douglas College

Dukelow, Daphne A. and Betsy Nuse. Pocket Dictionary of Canadian Law, Latest Ed.
Carswell, Barrie, Ontario. (*Also used in OADM 215/216/315/317/318/321*)

O: LEARNING OUTCOMES

The learner has reliably demonstrated the ability to:

1. perform in a professional manner the duties of a legal secretary working in corporate records;
2. use corporate law terminology;
3. describe and differentiate between types of business ownership;
4. keyboard corporate law correspondence and documents, in appropriate format, from instructions and/or rough draft within a given time limit;
5. proofread and edit corporate law correspondence and documents;
6. follow current corporate law procedures, guidelines, and statutes.

P: COURSE CONTENT

1. Roles and Duties of Legal Secretaries in Corporate Records.
 - 1.1 Know and use the specialized skills, knowledge, and personal attributes required.
 - 1.2 Identify and complete general office tasks.
2. Corporate Law Terminology.
 - 2.1 Pronounce, spell, and define.
3. Corporate Law Correspondence and Documents.
 - 3.1 Understand content and keyboard formats for proprietorships and partnerships.
 - 3.2 Understand content and keyboard formats for non-reporting corporations.
4. Proofread and Edit Corporate law Correspondence and Documents.
5. Corporate Law Procedures.
 - 5.1 Understand proprietorships and partnerships.
 - 5.1.1 handle formation and dissolution.

5.2 Understand non-reporting corporations.

- 5.2.1 handle incorporation.
- 5.2.2 handle post-incorporation.
- 5.2.3 handle annual proceedings.
- 5.2.4 handle mid-year changes.
- 5.2.5 set up and maintain record book.
- 5.2.6 handle dissolution.

Q: METHOD OF INSTRUCTION**On-site:**

The emphasis throughout this course will be on active learning. Learning activities will simulate the 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. The instructor will use short lectures and modeling to introduce new procedures and formats.

Distance:

The emphasis throughout this course will be on active learning. Learning activities will simulate the 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. Students will study theory and procedures from the course manual and will familiarize themselves with format and content of correspondence and documents by reviewing precedents and completing practice exercises. Faculty will be available to facilitate student learning and to provide feedback.

R: COURSE EVALUATION

Assignments (minimum of 4)	15%
Timed Production Evaluations (minimum of 3)	55%
Comprehensive Theory Evaluation	<u>30%</u>
	<u>100%</u>