

COURSE OUTLINE			
TERM: Fall 2025		COURSE NO: LGST 110	
INSTRUCTOR:		COURSE TITLE: Corporate Procedures	
OFFICE: LOCAL:		SECTION NO(S):	CREDITS: 3
E-MAIL: @capilanou.ca			
OFFICE HOURS:			
COURSE WEBSITE:			

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səliłwətał (Tsleil-Waututh), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

COURSE FORMAT

This course will be offered in a synchronous or asynchronous online format or a synchronous in-person format, with three hours of class time, plus an additional one hour delivered through on-line or other activities, for a 15-week semester, which includes two weeks for final exams.

COURSE PREREQUISITES/CO-REQUISITES

None

CALENDAR DESCRIPTION

Students will learn about the procedures and documents that legal administrative assistants use to incorporate companies and perform routine filings. This will include documents required for the BC *Business Corporations Act*, records office requirements, annual maintenance of corporate records books, and share certificates and registration. The class prepares a corporate records book as part of a term project.

REQUIRED TEXTS AND/OR RESOURCES

Instructor's supplemental materials and resources posted on eLearn.

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

- Obtain incorporation information necessary to incorporate a British Columbia company
- Prepare client correspondence
- Prepare incorporation documents and post incorporation documents for a British Columbia company

- Prepare routine filings required by the Registrar of Companies, such as Annual Reports, Notices, etc.
- Prepare various directors' and shareholders' resolutions
- Set up, maintain and perform all duties connected with the supervision of a corporate records book
- Work in groups to resolve decisions and procedures necessary to complete the incorporation and post incorporation documents.

COURSE CONTENT

Week	Content
1	Overview and Types of Business Organizations
2	Types of Business Organizations - Introduction to Corporate Databases
3	Types of Business Organizations - Introduction to Corporate Databases
4	Incorporating a BC Company, Post Incorporation - Organization
5	Incorporating a BC Company, Post Incorporation - Organization
6	Incorporating a BC Company, Post Incorporation - Organization
7	Midterm Post Incorporation – Records, Registered and Records Office
8	Registered and Records Office
9	Directors and Officers
10	Allotments Transfers and Transmissions
11	Allotments Transfers and Transmissions
12	Annual Maintenance
13	Review
14-15	Final Exam Period

EVALUATION PROFILE

Assessment	% of Final Grade
Midterm Exam	25%
Final Exam (Cumulative)	30%
Quizzes & Assignments	25%
Corporate Records Book	20%
TOTAL	100%

Quizzes & Assignments

Students will complete a series of regular progress assessments in the form of quizzes or brief assignments spread throughout the term.

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Assignments are due at the start of class on the due date unless otherwise advised by your instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.

Missed Exams/Quizzes/Labs etc.

Missed exams or quizzes will receive a grade of "0" unless PRIOR arrangements (wherever possible) are made with the instructor. Permission to make up an exam will only be given in extraordinary situations such as illness of the student or the death of a close family member. * Accommodations can be made to honour community needs and traditional practices.

Attendance

Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for note-taking only. The use of electronic tools such as calculators and cell phones, or other resources such as written materials, will not be permitted during quizzes and exams, unless expressly authorized by the instructor.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-services/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:

<https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault

can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence Policy and B.401.1 Sexual Violence Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.