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**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION**

**OA 2340: CORPORATE PROCEDURES
COURSE OUTLINE**

- INSTRUCTOR:** Cindy Gerritsen
Office: C-408
Office Phone Number: 539-2002
- TEXT:** The Law and Business Administration in Canada, 8th Edition, Smyth, Soberman & Easson, Prentice Hall Canada Inc.
- Business Corporations Act, Consolidated January 1, 1996, Queen's Printer Bookstore.
- Corporate Procedures, Grant MacEwan Community College.
(Purchase from the Model Office.)
- PREREQUISITE:** None.
- COURSE DESCRIPTION:** This course is a study of the laws governing sole proprietorships, partnerships, and corporations, and the procedures and documents required to form each type of business entity and to maintain them. In completing the documents required, they will review and understand the *Business Corporations Act* and the *Partnership Act*, and how the rules and regulations apply to the procedure they want to complete.
- COURSE OBJECTIVES:** With respect to sole proprietorships, partnerships, and corporations, the student will:
1. have an understanding of the *Business Corporations Act* (Alberta), and the *Partnership Act* (Alberta), and their application to the procedures and documentation required;

2. understand the legal organization of all three types of business;
3. properly format various kinds of documents, e.g., partnership agreements, shareholders agreements;
4. apply the laws contained in the Acts mentioned above, to correctly complete all documents required;
5. be able to apply formatting rules of documents already completed, to new documents.

GRADING:

Your final mark will be determined as follows:

1.	Module Production Assignments	25%
2.	Module Theory Exams	10%
3.	Module Production Exams	20%
4.	Corporate Minute Book	10%
5.	Final Production Project	<u>35%</u>
		<u>100%</u>

Production assignments and exams, are graded as follows:

1. Each page of each assignment is worth a total of 10 marks.
2. An original submission with no errors will receive a mark of 10 per page. If there are any errors, even one, it will be returned, with no mark, for it to be redone.

Upon the second and last submission, if there are no errors, a mark of 7 is assigned. If it still contains errors, the grade can range from 0-6, depending on the deductions received.

3. Deductions are as follows:

(a)	Failure to submit assignment (each page)	10
(b)	Failure to retain a forms format	5
	e.g., Line doesn't extend to the end of the margin	
(c)	Calculation errors	5
(d)	Spelling and proofreading errors	3

(e)	Formatting error	3
	e.g., Used left justification instead of full justification	
	Paragraphs not indented 10 spaces/not numbered	
(f)	Omission of necessary information	3
	e.g., Leaving a box empty that requires data	
(g)	Failure to follow specific instructions	3
(h)	Capitalization	2
	e.g., Proper Nouns	
	First word of a sentence	
(i)	Unbalanced top, bottom, side margins	1
	e.g., Visibly off 4 or more spaces or lines	
(j)	Centring visibly off 4 or more spaces or lines	1

Final Project:

1. A comprehensive production exam, covering all major documents covered in the course. Students will complete the project during class time only. The student's disk and materials will not leave the classroom.
2. Students can use any class notes, precedents, etc., in completing the assignment. However, they cannot ask a question of another student.
3. Duration of the exam will be approximately 10 hours.

ATTENDANCE:

Daily attendance is essential for successful completion. To ensure appropriate feedback on assignments, they must be handed in on time.

Late or missed assignments are deducted 3 marks per page, for each day late, including weekends and holidays.

SUPPLIES:

3 ½" formatted disk
 One binder for course materials and notes.
 One-1" binder for your corporate minute book.
 Dividers for the corporate minute book.
 2 file folders

**OA 2340 CORPORATE PROCEDURES
COURSE OUTLINE ADDENDUM
LEARNING OUTCOMES**
in accordance with
CANADA COUNCIL'S CRITICAL EMPLOYABILITY SKILLS

Preamble

A review of Canada Council's Critical Employability Skills has produced a set of 22 learning outcomes. In order to enhance the probability that employability skills will be given the emphasis they deserve in this course, these learning outcomes are being included as part of the course outline.

Learning Outcome	Evidence for Employability Skill Portfolio	C=Skill learned in content P= Skill is practiced A= Skill is assessed	Assessment
Utilize active listening skills to accurately condense and record verbal information, instructions, & ideas.	Samples of error-free assignments.	C P A	Produce error-free documents based on guidelines on assignments, and course materials.
Select, apply, and adapt computer software tools such as word processing, to business related tasks.	Samples of error-free form documents.	C P A	Maintaining correct form document format, while inserting information.

Learning Outcome	Evidence for Employability Skill Portfolio	C=Skill learned in content P= Skill is practiced A= Skill is assessed	Assessment
Define and solve problems, both independently and in teams, using a variety of creative problem-solving approaches.	Samples of documents prepared in completing the final project.	C P A	Final grade on the final project as indicated on Mark Sheet, showing all error-free documents.
Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.	All assignments contain the correct path and filename. Printout of directories.	P	
Achieve business standards for efficiency and quality of work.	Samples of error-free assignments, with the instructors initials on the back of each page of the assignment.	C P A	Documents are assessed based on following instructions, correctly completing them, and using proper format.
Locate, select, evaluate, organize, and summarize information, using appropriate resources.	Samples of correctly formatted and completed error-free assignments.	C P A	Corporate Minute Book: Precedent containing all error-free corporate documents. Successful completion of the final project.