



ORIGINAL COURSE IMPLEMENTATION DATE: September 2026
 REVISED COURSE IMPLEMENTATION DATE:
 COURSE TO BE REVIEWED (six years after UEC approval): February 2032
 Course outline form version: 29/08/2024

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: LAA 03	Number of Credits: 0 Course credit policy (105)										
Course Full Title: Corporate Law Course Short Title: Corporate Law											
Faculty: Faculty of Education, Community, & Human Dev.	Department/School: School of Continuing Education										
Calendar Description: An introduction to federal and British Columbia corporate law. Students develop foundational skills and knowledge associated with corporate structures, basic corporate transactions, governance, and relevant legislation. Students examine and develop respectful practices when working with Indigenous communities, acknowledging cultural traditions and the impacts of settler-colonialism.											
Prerequisites (or NONE):	Admission to the Legal Administrative Assistant certificate.										
Corequisites (if applicable, or NONE):	NONE										
Pre/corequisites (if applicable, or NONE):	NONE										
Antirequisite Courses <i>(Cannot be taken for additional credit).</i> Former course code/number: Cross-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>	Course Details Special Topics course: No <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: No <i>(See policy 207 for more information.)</i> Grading System: Letter grades Delivery Mode: May be offered in multiple delivery modes Expected frequency: Twice per year Maximum enrolment (for information only): 24										
Typical Structure of Instructional Hours <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 80%;">Lecture/seminar</td> <td style="width: 20%; text-align: center;">90</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Total hours</td> <td style="text-align: center;">90</td> </tr> </table>	Lecture/seminar	90							Total hours	90	Prior Learning Assessment and Recognition (PLAR) PLAR cannot be awarded for this course because: This is a course in a non-credit certificate program that relies on in-class experience and training.
Lecture/seminar	90										
Total hours	90										
Scheduled Laboratory Hours Labs to be scheduled independent of lecture hours: No	Transfer Credit (See bctransferguide.ca) Transfer credit already exists: No Submit outline for (re)articulation: No <i>(If yes, fill in transfer credit form.)</i>										
Department approval	Date of meeting: October 30, 2025										
Faculty Council approval	Date of meeting: December 12, 2025										
Undergraduate Education Committee (UEC) approval	Date of meeting: February 27, 2026										

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Identify the historical impacts associated with settler-colonialism and corporate culture on Indigenous communities, land, and resources.
2. Articulate the corporate structures entered into by individuals, organizations, and Indigenous communities as well as the goals of each of these entities including cultural goals of Indigenous corporations.
3. Use legal terminology applicable to corporate law.
4. Describe the roles of each of the parties within a corporate structure such as a partner, shareholder, director and officer.
5. Compile components of a corporate minute book.
6. Describe procedures for basic corporate transactions.
7. Prepare legal documents and correspondence necessary for each type of corporate transaction.
8. Use ethical standards and accountability in alignment with client-centered professionalism, including identifying ways bias may impede delivery of legal services for clients.

Recommended Evaluation Methods and Weighting (*Evaluation should align to learning outcomes.*)

Assignments:	35%	Final exam:	25%	Quizzes/tests/midterm:	15%
Project:	10%	Holistic assessment:	15%		%

Details:

Holistic assessment: contributions to the classroom community (client-centered professionalism; assessed by reflection, self-assessment, and instructor)

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Instructional Methods (*Guest lecturers, presentations, online instruction, field trips, etc.*)

Lectures

Texts and Resource Materials (*Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*)

Type	Author or description	Title and publication/access details	Year
1. Textbook	Evin Ross	Guide to Corporate Records, Evin Ross Publications	Current
2.			
3.			
4.			
5.			

Required Additional Supplies and Materials (*Software, hardware, tools, specialized clothing, etc.*)

Computer with reliable internet access – preferably with a microphone and camera option. See the technical [requirements webpage](#).

Course Content and Topics

- Overview of corporate law and corporate structures
- Overview of Indigenous business structures
- Federal and provincial jurisdictions
- Name reservations
- Registered and records offices
- Share structures
- Incorporation and organization of BC and federal companies/professional companies
- Roles and governance of directors, officers and shareholders
- Annual meetings and annual maintenance
- Societies
- Corporate software: Alf/BC Online/Appara
- Corporate searches
- Introduction to record books
- Repurchase and redemptions
- Extra-provincial registrations
- Introduction to common corporate agreements and transactions