



**M:** Course Objectives / Learning Outcomes:

The learner has reliably demonstrated the ability to:

1. communicate effectively, using the language, theory and precedents of civil litigation;
2. identify the Canadian courts and the sources of Canadian law;
3. analyze the concepts of the Canadian legal system and the civil and criminal process;
4. apply the concepts of civil litigation to solve problems independently and collaboratively;
5. translate an understanding of the theory of civil litigation by creating accurate correspondence and documentation relating to a civil action in accordance with the British Columbia Supreme Court Rules;
6. transcribe accurately litigation correspondence and documents by applying English, keyboarding and legal office procedure skills;
7. keyboard with speed and accuracy from five-minute timed writings.

**N:** Course Content:**1. The Canadian Legal System**

- 1.1 Sources and parts of law
- 1.2 Canada's constitution
- 1.3 Courts of Canada
- 1.4 Major differences between criminal and civil law
- 1.5 Limitation periods in civil law

**2. Roles and Duties to be Performed by a Legal Administrative Assistant**

- 2.1 Duties set out in the Law Society's Professional Conduct Handbook
- 2.2 Other requirements and restrictions

**3. Civil Court Documents**

- 3.1 Parts of documents
- 3.2 Rules for keying styles of proceedings in actions and matters
- 3.3 Correct formatting, spelling, and legal terminology used in civil documents

**4. Civil Litigation Procedures**

- 4.1 Handle Civil Litigation Actions
  - 4.1.1 open files
  - 4.1.2 prepare and serve writ of summons
  - 4.1.3 prepare and deliver appearance
  - 4.1.4 prepare and deliver pleadings
  - 4.1.5 prepare and apply for judgements in default
  - 4.1.6 set actions down for trial
  - 4.1.7 exchange documents and arrange discovery
  - 4.1.8 arrange pre-trial proceedings
  - 4.1.9 prepare and enter orders
  - 4.1.10 complete assessment and billing
  - 4.1.11 arrange for enforcement and collection
  - 4.1.12 handle settlements, dismissals, and discontinuances
  - 4.1.13 handle interlocutory applications
  - 4.1.14 amend documents
- 4.2 Handle Civil Litigation Matters
  - 4.2.1 prepare and handle petitions and praecipes
  - 4.2.2 prepare and handle appearances
  - 4.2.3 prepare for hearings
  - 4.2.4 prepare and enter orders

<p><b>5. Transcription of Litigation Correspondence and Documents</b>  5.1 apply English spelling and grammar rules to correctly transcribe legal material  5.2 apply knowledge of civil litigation to transcribe legal material in correct format</p> <p><b>6. Timed Writings</b></p>										
<p><b>O:</b> Methods of Instruction:</p> <p>A combination of lectures, guided practices, assignments and case studies will be used. Active learning is an integral part of this course, and emphasis will be placed on a “hands-on” environment to allow students to work both independently and collaboratively to learn and apply 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.</p>										
<p><b>P:</b> Textbooks and Materials to be Purchased by Students:</p> <p>Colvin, Carole and Sheila Paige. <u>Litigation Manual</u>, Latest Ed., Douglas College</p> <p>Colvin, Carole and Sheila Paige. <u>Litigation Precedents</u>, Latest Ed., Douglas College</p> <p>Colvin, Carole and Sheila Paige. <u>Legal Office Procedures Forms II</u>, Latest Ed., Douglas College</p> <p>Dukelow, Daphne A. and Betsy Nuse. <u>Pocket Dictionary of Canadian Law</u>, Latest Ed., Carswell, Barrie, Ontario (<i>Also used in OADM 218, 327, 328, 329</i>)</p> <p>Clayton, Dean and Albert Fries. <u>Timed Writings About Careers</u>, Latest Ed., South-Western Publishing Co.</p>										
<p><b>Q:</b> Means of Assessment:</p> <table data-bbox="284 1134 1153 1291"> <tr> <td>Assignments (minimum of 5)</td> <td>15%</td> </tr> <tr> <td>Timed Production Evaluations (minimum of 4)</td> <td>50%</td> </tr> <tr> <td>Comprehensive Theory Evaluation</td> <td>25%</td> </tr> <tr> <td>Keyboarding Speed (average of best three 5-minute timings)</td> <td><u>10%</u></td> </tr> <tr> <td></td> <td><u>100%</u></td> </tr> </table>	Assignments (minimum of 5)	15%	Timed Production Evaluations (minimum of 4)	50%	Comprehensive Theory Evaluation	25%	Keyboarding Speed (average of best three 5-minute timings)	<u>10%</u>		<u>100%</u>
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<p><b>R:</b> Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is open for PLAR.</p>										
<p>Course Designer(s) <u>Sheila Paige, Carole Colvin</u></p> <p>Education Council / Curriculum Committee Representative</p>										
<p>Dean / Director: <u>Jim Sator</u></p> <p>Registrar: <u>Trish Angus</u></p>										