

# **SEPTEMBER 2003 CURRICULUM GUIDELINES**

Α.	Division:	Instructional	Ef	ffective Date:		September 200	3
B.	Department / Program Area	Commerce & Business Admin/ Office Administration	Re	evision		New Course	X
	11081411111104	Office Frammistration	If	Revision, Section(s	;)	I	
				evised:			
				ate of Previous Reva ate Current Revision			
			Di	ate Current Revision	.1.		
<b>C</b> :	<b>OADM 326</b>			PROCEDURES-		E: 3	
	C-1:+ 8- C	LITIGATIO		21.			
T.	Subject & Cou					emester Credits	
F:	Calendar Description: This course introduces the student to the role and responsibilities of the Leg Administrative Assistant employed in the field of civil litigation in British Columbia. Students will be a constant of the Leg Administrative Assistant employed in the field of civil litigation in British Columbia.						
	knowledge and practical experience in topics such as Canadian law, Canadian court system, civil and criminal process, pleadings, default judgment, setting an action down for trial, discovery, trial, enforcement, settlement,						ıal
		and chambers applications. This is a "hands-on" course in which the students integrate keyboard, computer, document formatting, and transcription skills with a knowledge of civil law.					
	document form	atting, and transcription skins with t	t Kilowi	leage of civil law.			
G:		ontact Hours to Type of Instruction	Н:	Course Prerequis	ites:		
	/ Learning Setti	ngs		English 11 milh		of "C" on botton on	
	Primary Methods of Instructional Delivery and/or Learning Settings:		English 11 with a grade of "C" or better or equivalent, and OADM 218 and OADM 256				
						C+ or better or 45	
				NWPM			
	Lecture and Seminar		I:	Course Corequisi	ites:		
			1.	Course Corequisi	ics.		
	Number of Contact Hours: (per week / semester			Nil			
	for each descrip	otor)					
	Lecture: 2 ho	ours per week	J:	Course for which	this Co	urse is a Prerequisite	
	Seminar: 2 hours per week  Number of Weeks per Semester:					1	
				OADM 401			
	rumber of we	eks per semester.					
	15 weeks $x$ 4 hours = 60 hours						
			K:	Maximum Class	Size:		
				30			
L:	PLEASE INDI	ICATE:					
	Non-Cred	lit					
	X College C	Credit Non-Transfer					
	College C	Credit Transfer:	R	equested	Gran	ited	
	SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)						
l							

Date of New Course: March 2003

#### **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 praccipes
- 4.2.2 prepare and handle appearances
- 4.2.3 prepare for hearings
- 4.2.4 prepare and enter orders

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	5.	Transcription of Litigation Correspondence 5.1 apply English spelling and grammar rules 5.2 apply knowledge of civil litigation to trans	to correctly transcribe legal material				
	6.	Timed Writings					
0:	Meth	Methods of Instruction:					
	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:	Text	books and Materials to be Purchased by Students	:				
	Colvin, Carole and Sheila Paige. <u>Litigation Manual</u> , Latest Ed., Douglas College						
	Colvin, Carole and Sheila Paige. <u>Litigation Precedents</u> , Latest Ed., Douglas College						
	Colv	dures Forms II, Latest Ed., Douglas College					
		elow, Daphne A. and Betsy Nuse. <u>Pocket Diction</u> rio (Also used in OADM 218, 327, 328, 329)	nary of Canadian Law, Latest Ed., Carswell, Barrie,				
	out Careers, Latest Ed., South-Western Publishing Co.						
Q:	Mea	ns of Assessment:					
	Time Com	gnments (minimum of 5) ed Production Evaluations (minimum of 4) prehensive Theory Evaluation poarding Speed (average of best three 5-minute ti	15% 50% 25% mings) 10% 100%				
R:	Prior Learning Assessment and Recognition: specify whether course is open for PLAR						
	This	This course is open for PLAR.					
Cours	se Desig	gner(s) Sheila Paige, Carole Colvin	Education Council / Curriculum Committee Representative				
Dean / Director: Jim Sator			Registrar: Trish Angus				

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