

**EFFECTIVE: SEPTEMBER 2004  
CURRICULUM GUIDELINES**

A. Division: **Instructional** Effective Date: **September 2004**  
 B. Department / **Commerce & Business Admin/** Revision:  New Course   
 Program Area **Office Administration**  
 If Revision, Section(s) **C, H, J**  
 Revised:  
 Date of Previous Revision: **2003-09 new course**  
 Date Current Revision: **2004-09**

**C: OADM 1326**

**D: LEGAL OFFICE PROCEDURES-  
LITIGATION**

**E: 3**

Subject & Course No.	Descriptive Title	Semester Credits
<b>F:</b> Calendar Description: <b>This course introduces the student to the role and responsibilities of the Legal Administrative Assistant employed in the field of civil litigation in British Columbia. Students will gain 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, 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.</b>		
<b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  <b>Lecture and Seminar</b>  Number of Contact Hours: (per week / semester for each descriptor)  <b>Lecture: 2 hours per week Seminar: 2 hours per week</b>  Number of Weeks per Semester:  <b>15 weeks x 4 hours = 60 hours</b>	<b>H:</b> Course Prerequisites:  <b>English 11 with a grade of “C” or better or equivalent, and OADM 1218 and OADM 1256 and OADM 1303 with a C+ or better or 45 NWPM</b>  <b>I:</b> Course Corequisites:  <b>Nil</b>  <b>J:</b> Course for which this Course is a Prerequisite  <b>OADM 1401</b>  <b>K:</b> Maximum Class Size:  <b>30</b>	
<b>L: PLEASE INDICATE:</b> <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ( <a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a> )		

**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 (Also used in OADM 1218,1327,1328,1329)</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 style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Assignments (minimum of 5)</td> <td style="text-align: right;">15%</td> </tr> <tr> <td style="padding-left: 20px;">Timed Production Evaluations (minimum of 4)</td> <td style="text-align: right;">50%</td> </tr> <tr> <td style="padding-left: 20px;">Comprehensive Theory Evaluation</td> <td style="text-align: right;">25%</td> </tr> <tr> <td style="padding-left: 20px;">Keyboarding Speed (average of best three 5-minute timings)</td> <td style="text-align: right;"><u>10%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><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) <b>Sheila Paige, Carole Colvin</b></p>	<p>Education Council / Curriculum Committee Representative</p>									
<p>Dean / Director: <b>Rosilyn G. Coulson</b></p>	<p>Registrar: <b>Trish Angus</b></p>									