



# SEPTEMBER 2003 CURRICULUM GUIDELINES

A. Division: **Instructional** Effective Date: **September 2003**  
 B. Department / **Commerce & Business Admin/** Revision  New Course   
 Program Area **Office Administration**  
 If Revision, Section(s) Revised:

Date Last Revised:							
Date of Current Revision							
<b>C: OADM 327</b>	<b>D: LEGAL OFFICE PROCEDURES- FAMILY LAW</b>						
<b>E: 3</b>							
Subject & Course No.	Descriptive Title						
Semester Credits							
<p><b>F:</b> Calendar Description: This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of family law in British Columbia. Students will gain knowledge and practical experience in topics such as statutes and rules, divorce and family courts, marriage in B.C., pre-nuptial and separation agreements, undefended and defended divorce actions, chambers applications, annulment, change of name, adoption and applications to Provincial Court. This is a “hands-on” course in which the students integrate keyboard, computer, document formatting and transcription skills, with a knowledge of family law.</p>							
<p><b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p><b>Lecture and Seminar</b></p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p><b>Lecture: 2 hours per week Seminar: 2 hours per week</b></p> <p>Number of Weeks per Semester:</p> <p><b>15 weeks x 4 hours per week = 60 hours</b></p>	<p><b>H:</b> Course Prerequisites:</p> <p><b>English 11 with a grade of “C” or better or equivalent and OADM 218 and OADM 256 and (OADM 303 with a C+ or better or 45 NWPM)</b></p> <p><b>I:</b> Course Corequisites:</p> <p><b>OADM 326</b></p> <p><b>J:</b> Course for which this Course is a Prerequisite:</p> <p><b>OADM 401</b></p> <p><b>K:</b> Maximum Class Size:</p> <p><b>30</b></p>						
<p><b>L: PLEASE INDICATE:</b></p> <table style="width: 100%;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 95%;">Non-Credit</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>College Credit Transfer:</td> </tr> </table> <p style="text-align: right;">Requested <input type="checkbox"/> Granted <input type="checkbox"/></p> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a>)</p>		<input type="checkbox"/>	Non-Credit	<input checked="" type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
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**M:** Course Objectives / Learning Outcomes:

The learner has reliably demonstrated the ability to:

1. communicate effectively, using the language, theory and precedents of family law;
2. identify the statutes, both provincial and federal as they apply to family law;
3. compare the Canadian courts relevant to family law;
4. use the concepts of family law to analyze and solve problems independently and collaboratively;
5. translate an understanding of the theory of family law by creating accurate correspondence and documentation relating to applications made under the Marriage, Divorce, Child, Family and Community Service, Family Relations, Adoption and Change of Name Acts;
6. transcribe accurately family law 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. Scope of Family Law**

- 1.1 Federal and provincial statutes
- 1.2 Family law terminology, including spelling and definitions

**2. Courts Dealing with Family Law**

- 2.1 Levels of trial and appeal courts in Canada
- 2.2 Types of applications brought in Supreme and Family Courts

**3. Family Law Correspondence and Documents**

- 3.1 Parts of documents
- 3.2 Rules and formatting for keying
  - 3.2.1 marriage contracts and separation agreements
  - 3.2.2 court documents to obtain an undefended divorce
  - 3.2.3 court documents to obtain in defended divorce actions
  - 3.2.4 documents to obtain change of name
  - 3.2.5 court documents to obtain an annulment
  - 3.2.6 court documents to obtain an adoption
  - 3.2.7 applications to Provincial Court

**4. Family Law Procedures**

- 4.1 Prepare and handle agreements - marriage and separation
- 4.2 Prepare and handle undefended and defended divorces
  - 4.2.1 open client file
  - 4.2.2 prepare and file documents for plaintiff or defendant
  - 4.2.3 prepare and exchange documents
  - 4.2.4 prepare and file documents to obtain divorce certificate
  - 4.2.5 set proceedings down for trial
  - 4.2.6 arrange discovery
  - 4.2.7 arrange pre-trial proceedings
  - 4.2.8 prepare documents for trial
  - 4.2.9 prepare court orders
  - 4.2.10 prepare documents relating to assessment of costs
  - 4.2.11 arrange and prepare documents relating to interlocutory applications brought by notice of motion and/or petition
  - 4.2.12 prepare settlement documents
  - 4.2.13 bill client and close file
- 4.3 Prepare and handle change of name
- 4.4 Prepare and handle annulment actions

<p><b>5. Transcription of Family Law Correspondence and Documents</b></p> <p>5.1 Apply English spelling and grammar rules to correctly transcribe legal material</p> <p>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, case studies and research assignments 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>Family Law Manual</u>, Latest Ed., Douglas College</p> <p>Colvin, Carole and Sheila Paige. <u>Family Law 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 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>										

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 Course Designer(s) Sheila Paige, Carole Colvin

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 Education Council / Curriculum Committee Representative

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 Dean / Director: Jim Sator

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 Registrar: Trish Angus