



# 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, J, P**  
 Revised:  
 Date Last Revised: **2003-09 new course**  
 Date of Current Revision: **2004-09**

C: **OADM 1425** D: **LEGAL OFFICE PROCEDURES-INTRODUCTION & CORPORATE LAW** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits
<b>F: Calendar Description:</b> <b>This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of corporate records in British Columbia. Students will gain knowledge and practical experience in topics such as the law office team, Canadian and British Columbia legal systems, referencing sources of law, memoranda of law, financial records, and specialized terminology, procedures, and documentation related to proprietorships, partnerships, and non-reporting companies.</b>		
<b>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</b>  Primary Methods of Instructional Delivery and/or Learning Settings:  <b>Online instruction</b>  Number of Contact Hours: (per week / semester for each descriptor)  <b>4 hours per week</b>  Number of Weeks per Semester:  <b>15 weeks x 4 hours per week = 60 hrs.</b>	<b>H: Course Prerequisites:</b>  <b>English 11 with a grade of "C" or better or equivalent and 50 NWPM</b>	
	<b>I: Course Corequisites:</b>  <b>Nil</b>	
	<b>J: Course for which this Course is a Prerequisite:</b>  <b>OADM 1426 and OADM 1427 and OADM 1428 and OADM 1429</b>	
	<b>K: Maximum Class Size:</b>  <b>24</b>	
<b>L: PLEASE INDICATE:</b> <div style="display: flex; align-items: center;"> <input type="checkbox"/> Non-Credit           <input checked="" type="checkbox"/> College Credit Non-Transfer           <input type="checkbox"/> College Credit Transfer:         </div> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a>)</p>		

**M:** Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. communicate effectively, using the language, theory and precedents of introduction to legal office procedures and corporate law;
2. analyze the personal attributes essential to the success of a competent legal administrative assistant;
3. identify the structure of Canada's court system and the process of dispute resolution and essential characteristics of each;
4. identify the building blocks of the Canadian legal system;
5. use the concepts of legal office procedures – introduction and corporate law to analyze and solve problems independently and collaboratively;
6. identify the types of business formations in British Columbia and the advantages and disadvantages of each;
7. translate an understanding of the theory of introduction to legal office procedures and corporate law by creating accurate correspondence and documentation relating to accounts, agreements, affidavits, proprietorships, partnerships and the process of incorporation and maintaining of a non-reporting company.

**N:** Course Content:**1. Roles, Professional Behaviours, and Responsibilities of Legal Administrative Assistants**

- 1.1 know and apply the specialized skills, knowledge, and character attributes required
- 1.2 identify and complete general and corporate records office tasks under supervision
- 1.3 practice discreet and ethical behaviours
- 1.4 appreciate the expertise, roles, and responsibilities of the members of the legal team within which the legal administrative assistant works

**2. Legal Terminology**

- 2.1 pronounce, spell, and define

**3. Legal Correspondence and Documents**

- 3.1 understand content and keyboard letters, memoranda, accounts, general and corporate legal documents

**4. Legal System**

- 4.1 understand Canada's and British Columbia's systems of justice
- 4.2 understand citing sources of law and keyboard citations

**5. Legal Records**

- 5.1 open, maintain, and close client files
- 5.2 understand and use tickler/bring forward systems
- 5.3 understand general and trust accounts
- 5.4 understand time sheets, receipts, and disbursements
- 5.5 calculate fees and disbursements and prepare client accounts

**6. Corporate Law Procedures**

- 6.1 understand proprietorships and partnerships and handle their formation and dissolution
- 6.2 understand non-reporting corporations and handle incorporation, post-incorporation, annual, mid-year, dissolution, and minute book procedures

**O:** Methods of Instruction:

Communication between instructor and students will be conducted online using WebCT e-mail, discussion, chat utilities, guided practices, assignments, case studies, and internet research projects. Students will 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:** Textbooks and Materials to be Purchased by Students:

Paige, Sheila and Carole Colvin. Introduction to Legal Office Procedures Manual, Latest Ed., Douglas College

Paige, Sheila and Carole Colvin. Introduction to Legal Office Procedures Precedents, Latest Ed., Douglas College

Paige, Sheila and Carole Colvin. Corporate Law Manual, Latest Ed., Douglas College

Paige, Sheila and Carole Colvin. Corporate Law Manual, Latest Ed., Douglas College

Paige, Sheila and Carole Colvin. Legal Office Procedures Forms I, Latest Ed., Douglas College

Dukelow, Daphne A. and Betsy Nuse. Pocket Dictionary of Canadian Law, Latest Ed., Carswell, Barrie, Ontario (*Also used in OADM 1426, OADM 1427, OADM 1428, and OADM 1429*)

**Q:** Means of Assessment:

Assignments (minimum of 5)	15%
Timed Production Evaluations (minimum of 4)	55%
Comprehensive Theory Evaluation	25%
Participation	5%
	<u>100%</u>

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

This course is open for PLAR.

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Course Designer(s): **Sheila Paige, Carole Colvin**

Education Council / Curriculum Committee Representative

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Dean / Director: **Rosilyn G. Coulson**

Registrar: **Trish Angus**

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