



EFFECTIVE: SEPTEMBER 2004

CURRICULUM GUIDELINES

A.	Division: Instructional	Effective Date: September 2004
B.	Department / Commerce & Business Admin/ Program Area: Office Administration	Revision <input style="width: 50px;" type="text"/> New Course <input checked="" type="checkbox"/>
If Revision, Section(s) Revised: Date of Previous Revision: Date of Current Revision:		
C:	OADM 1432	D: Litigation Procedures I E: 2

Subject & Course No.	Descriptive Title	Semester Credits						
F: Calendar Description: This is a BCCampus online provincial course. This online 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 of the first part of handling a civil litigation file, from opening a new client file to Default Judgment The continuation of the second part of handling a civil litigation file will be covered in OADM 1433 Litigation Procedures II. The student will have practical experience in topics such as commencing or defending a civil process, preparing and filing pleadings, and obtaining default judgment. This is a “hands-on” course in which the students integrate keyboard, computer, transcription and document formatting with knowledge of civil law.								
G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Online instruction Number of Contact Hours: (per week / semester for each descriptor) 8 hours per week Number of Weeks per Semester: 7½ weeks X 8 hours/week = 60 hours/semester	H: Course Prerequisites: English 11 with a grade of “C” or better or equivalent, and OADM 1430 or equivalent, and OADM 1431 or equivalent, and 50 NWPM							
	I: Course Corequisites: Nil							
	J: Course for which this Course is a Prerequisite OADM 1433							
	K: Maximum Class Size: 24							
L: PLEASE INDICATE: <table><tr><td><input type="checkbox"/></td><td>Non-Credit</td></tr><tr><td><input checked="" type="checkbox"/></td><td>College Credit Non-Transfer</td></tr><tr><td><input type="checkbox"/></td><td>College Credit Transfer:</td></tr></table> SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)			<input type="checkbox"/>	Non-Credit	<input checked="" type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
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M:	<p>Course Objectives / Learning Outcomes</p> <p>The learner has reliably demonstrated the ability to:</p> <ol style="list-style-type: none"> 1. Prepare documentation for a civil action in the Supreme Court of BC from commencement until the close of pleadings. 2. Prepare the documentation necessary to obtain default judgment. 3. Understand basic legal concepts, which underpin the court system in BC and affect the daily work of a civil litigation law office. 4. Understand the environment of a law office and respond to some of the possible challenges in such an office including dealing with people in a law office, possible ethical challenges, and maintaining an appropriate professional appearance and demeanor. 5. Prepare correspondence, including a variety of different types of letters and memoranda, in mailable form. 6. Describe and understand each stage in a civil litigation proceeding from commencement until the close of pleadings and possible application for default judgment. 7. Utilize transcription skills and theory in preparing litigation documents.
N:	<p>Course Content:</p> <ol style="list-style-type: none"> 1. The Canadian Legal System <ol style="list-style-type: none"> 1.1 Sources and parts of law 1.2 Major differences between criminal and civil law 1.3 Limitation periods in civil law 2. Roles and Duties to be Performed by a Legal Administrative Assistant <ol style="list-style-type: none"> 2.1 Duties set out in the Law Society's <u>Professional Conduct Handbook</u> 2.2 Other requirements and restrictions 3. Civil Court Documents <ol style="list-style-type: none"> 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 3.4 Keying from draft or transcription 4. Civil Litigation Procedures <ol style="list-style-type: none"> 4.1 Handle Civil Litigation Actions <ol style="list-style-type: none"> 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.
O:	<p>Methods of Instruction</p> <p>Communication between instructor and students will be conducted online using WebCT e-mail, discussion, chat utilities, guided practices, assignments, and case studies. 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>

P:	Textbooks and Materials to be Purchased by Students Colvin, Carole and Sheila Paige. Litigation Precedents, Latest Ed., Douglas College . WAV pedal & computer headphones are required for digital transcription activities.												
Q:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Means of Assessment</td> </tr> <tr> <td style="width: 70%;">Assignments</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>Timed Production Evaluations</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>Comprehensive Theory Evaluation</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>Participation</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>	Means of Assessment		Assignments	30%	Timed Production Evaluations	30%	Comprehensive Theory Evaluation	30%	Participation	<u>10%</u>		<u>100%</u>
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R:	Prior Learning Assessment and Recognition: specify whether course is open for PLAR This course is open for PLAR.												

 Course Designer(s) TITUS YIP

 Education Council / Curriculum Committee Representative

 Dean / Director ROSILYN COULSON

 Registrar TRISH ANGUS