



EFFECTIVE: SEPTEMBER 2005
CURRICULUM GUIDELINES

A. Division: **Instructional** Effective Date: **September 2005**

B. Department / Program Area: **Commerce & Business Admin/ Office Administration** Revision New Course

If Revision, Section(s) Revised: E, G, H

Date of Previous Revision: September 2004

Date of Current Revision: March 2005

C: **OADM 1433** D: **Litigation Procedures II** E: **1.5**

Subject & Course No.	Descriptive Title	Semester Credits						
F:	<p>Calendar Description: This is a BCCampus online provincial course. Litigation Procedures II is a continuation of OADM 1432 Litigation Procedures I. This online course will continue the student's introduction to the role and responsibilities of the Legal Administrative Assistant employed in the field of civil litigation in British Columbia. Students will continue to gain knowledge and develop practical experience in the further handling of a civil litigation file, from the discovery process to procedures at trial, as well as post-trial procedures, including bills of costs and enforcement. This is a "hands-on" course in which the students integrate keyboard, computer, transcription and document formatting with knowledge of civil law.</p>							
G:	<p>Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Online lecture Online lab</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>Lecture: 4 hours per week/30 hours per semester Lab: 4 hours per week/30 hours per semester</p> <p>Number of Weeks per Semester:</p> <p>7½ weeks X 8 hours/week = 60 hours/semester</p>	<p>H: Course Prerequisites: OADM 1432</p> <p>I: Course Corequisites: Nil</p> <p>J: Course for which this Course is a Prerequisite Nil</p> <p>K: Maximum Class Size: 24</p>						
L:	<p>PLEASE INDICATE:</p> <table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td>Non-Credit</td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px; text-align: center;">X</td> <td>College Credit Non-Transfer</td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td>College Credit Transfer:</td> </tr> </table> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)</p>			Non-Credit	X	College Credit Non-Transfer		College Credit Transfer:
	Non-Credit							
X	College Credit Non-Transfer							
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<p>M: 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 the discovery phase of the case through to the completion of the file and enforcement of the judgment. 2. Prepare the documentation necessary for a Chambers application. 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 the discovery phase of the trial to the end of the file, including enforcement of the judgment and any Chambers hearings that may be required. 7. Utilize transcription skills and theory in preparing litigation documents.
<p>N: Course Content:</p> <ol style="list-style-type: none"> 1. Roles and Duties to be Performed by a Legal Administrative Assistant <ol style="list-style-type: none"> 1.1 Duties set out in the Law Society's <u>Professional Conduct Handbook</u> 1.2 Other requirements and restrictions 2. Civil Court Documents <ol style="list-style-type: none"> 2.1 Parts of documents 2.2 Correct formatting, spelling, and legal terminology 2.3 Keying from draft or transcription 3. Civil Litigation Procedures <ol style="list-style-type: none"> 3.1 Handle Civil Litigation Actions <ol style="list-style-type: none"> 3.1.1 set actions down for trial 3.1.2 exchange documents and arrange discovery 3.1.3 arrange pre-trial proceedings 3.1.4 prepare and enter orders 3.1.5 complete assessment and billing 3.1.6 arrange for enforcement and collection 3.1.7 handle settlements, dismissals, and discontinuances 3.1.8 handle interlocutory applications 3.1.9 amend documents 3.2 Civil Litigation Matters <ol style="list-style-type: none"> 3.2.1 prepare and handle petitions and praecipes 3.2.2 prepare and handle appearances 3.2.3 prepare for hearings 3.2.4 prepare and enter orders
<p>O: 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>P: Textbooks and Materials to be Purchased by Students</p> <p>Colvin, Carole and Sheila Paige. Litigation Precedents, Latest Ed., Douglas College</p> <p>. WAV pedal & computer headphones are required for digital transcription activities.</p>											
<p>Q: Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Assignments</td> <td style="text-align: right;">30%</td> </tr> <tr> <td style="padding-left: 20px;">Timed Production Evaluations</td> <td style="text-align: right;">30%</td> </tr> <tr> <td style="padding-left: 20px;">Comprehensive Theory Evaluation</td> <td style="text-align: right;">30%</td> </tr> <tr> <td style="padding-left: 20px;">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>	Assignments	30%	Timed Production Evaluations	30%	Comprehensive Theory Evaluation	30%	Participation	<u>10%</u>		<u>100%</u>	
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<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is open for PLAR.</p>											

 Course Designer(s) TITUS YIP

 Education Council / Curriculum Committee Representative

 Dean / Director ROSILYN COULSON

 Registrar TRISH ANGUS