

EFFECTIVE: SEPTEMBER 2008 CURRICULUM GUIDELINES

A.	Division: Education		Ef	Effective Date:		September 2008	
B.	Department / Program Area:	Commerce & Business Admin/ Office Administration	Re	evision	X	New Course	
C:	OADM 1433	D: Litigation I	Re D D	Revision, Section(s) evised: ate of Previous Revisio ate of Current Revision ures II		H, I March 2007 April 2008 E: 1.5	
	•		Descr	criptive Title		Semester Credits	
F:	Litigation Procee responsibilities of Columbia. Stude a civil litigation including bills of	ption: mpus online provincial course. Li dures I. This online course will con of the Legal Administrative Assista ents will continue to gain knowledg file, from the discovery process to f costs and enforcement. This is a ription and document formatting w	tinue the tinn of the time of the temperature of tempe	ne student's introductio loyed in the field of civ levelop practical experi ures at trial, as well as p -on" course in which th	n to the il litiga ence in post-tria	e role and ition in British the further handling of al procedures,	
G:	Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Online lecture Online lab Number of Contact Hours: (per week / semester for each descriptor) Lecture: 4 hours per week/30 hours per semester Lab: 4 hours per week/30 hours per semester Number of Weeks per Semester: 7½ weeks X 8 hours/week = 60 hours/semester		H: I: J: K:	Course Prerequisites: Nil Course Corequisites: OADM 1432 Course for which this Course is a Prerequisite Nil Maximum Class Size: 24			
L:	College Cr		PETAIL	.S (www.bctransferguid	le.ca)		

	Course Objectives / Learning Outcomes							
	The learner has reliably demonstrated the ability to:							
	111	1. Prepare do	umentation for a civil action in the Supreme Court of BC from the discovery phase of the to the completion of the file and enforcement of the judgment.					
		 Integrate the documentation necessary for a chamber's application. Understand basic legal concepts which underpin the court system in BC and affect the daily work of a civil litigation law office. 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 demeanour. 						
		 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.						
			scription skills and theory in preparing litigation documents.					
N:	Course Content:							
	1.	1. Roles and Duties to be Performed by a Legal Administrative Assistant						
			et out in the Law Society's <u>Professional Conduct Handbook</u>					
		1.1. Duties set out in the Law Society's <u>Professional Conduct Handbook</u> 1.2. Other requirements and restrictions						
	2.	Civil Court Do	cuments					
		2.1. Parts of documents						
		2.2. Correct formatting, spelling, and legal terminology						
			rom draft or transcription					
	3.	2.3. Keying fi						
	3.	2.3. Keying fi Civil Litigation						
	3.	2.3. Keying fi Civil Litigation	n Procedures					
	3.	2.3. Keying frCivil Litigation3.1 Handle C	n Procedures Civil Litigation Actions set actions down for trial					
	3.	2.3. Keying fr Civil Litigation 3.1 Handle C 3.1.1	n Procedures Civil Litigation Actions set actions down for trial exchange documents and arrange discovery					
	3.	2.3. Keying fr Civil Litigation 3.1 Handle C 3.1.1 3.1.2 3.1.3	n Procedures Civil Litigation Actions set actions down for trial exchange documents and arrange discovery arrange pre-trial proceedings					
	3.	2.3. Keying fr Civil Litigation 3.1 Handle C 3.1.1 3.1.2 3.1.3 3.1.4	n Procedures Civil Litigation Actions set actions down for trial exchange documents and arrange discovery arrange pre-trial proceedings prepare and enter orders					
	3.	2.3. Keying fr Civil Litigation 3.1 Handle C 3.1.1 3.1.2 3.1.3 3.1.4 3.1.5	n Procedures Civil Litigation Actions set actions down for trial exchange documents and arrange discovery arrange pre-trial proceedings prepare and enter orders complete assessment and billing					
	3.	2.3. Keying fr Civil Litigation 3.1 Handle C 3.1.1 3.1.2 3.1.3 3.1.4 3.1.5 3.1.6	n Procedures Civil Litigation Actions set actions down for trial exchange documents and arrange discovery arrange pre-trial proceedings prepare and enter orders complete assessment and billing arrange for enforcement and collection					
	3.	2.3. Keying fr Civil Litigation 3.1 Handle C 3.1.1 3.1.2 3.1.3 3.1.4 3.1.5 3.1.6 3.1.7	n Procedures Civil Litigation Actions set actions down for trial exchange documents and arrange discovery arrange pre-trial proceedings prepare and enter orders complete assessment and billing arrange for enforcement and collection handle settlements, dismissals, and discontinuances					
	3.	2.3. Keying fr Civil Litigation 3.1 Handle C 3.1.1 3.1.2 3.1.3 3.1.4 3.1.5 3.1.6	n Procedures Civil Litigation Actions set actions down for trial exchange documents and arrange discovery arrange pre-trial proceedings prepare and enter orders complete assessment and billing arrange for enforcement and collection					
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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:	Textbooks and Materials to be Purchased by Students													
	Evin Ross. Guide to Civil Litigation, Current Ed. Colvin, Carole and Sheila Paige. Litigation Precedents, Latest Ed., Douglas College . WAV pedal & computer headphones are required for digital transcription activities.													
								Q:	Means of Assessment					
									Production-document production	50%				
	Mid-term exam	20%												
	Final exam	20%												
	Participation	10%												
		<u>100%</u>												
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

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