



SEPTEMBER 2003 **CURRICULUM GUIDELINES**

A.	Division:	Instructional	Effective Date:	September 2003
B.	Department / Program Area	Commerce & Business Admin/ Office Administration	Revised Course	<input type="checkbox"/> New Course <input checked="" type="checkbox"/>
If Revision, Section(s) Revised:				
Date Last Revised:				
Date of Current Revision:				

C: OADM 426

**D: LEGAL OFFICE PROCEDURES-
LITIGATION**

E: 3

Subject & Course No.	Descriptive Title	Semester Credits
F:	Calendar Description: This 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 and practical experience in topics such as Canadian law, Canadian court system, civil and criminal process, pleadings, default judgment, setting an action down for trial, discovery, trial, enforcement, settlement, and chambers applications. This is a “hands-on” course in which the students integrate keyboard, computer, and document formatting with a knowledge of civil law.	
G:	Allocation of Contact Hours to Type of Instruction / Learning Settings	H: Course Prerequisites:
	Primary Methods of Instructional Delivery and/or Learning Settings:	English 11 with a grade of “C” or better or equivalent and OADM 425 and 50 NWPM
	Online instruction	I: Course Corequisites:
		Nil
	Number of Contact Hours: (per week / semester for each descriptor)	J: Course for which this Course is a Prerequisite:
	4 hours per week	Nil
	Number of Weeks per Semester:	K: Maximum Class Size:
	15 weeks x 4 hours per week = 60 hours	24
L: PLEASE INDICATE:		
<input type="checkbox"/>	Non-Credit	
<input checked="" type="checkbox"/>	College Credit Non-Transfer	
<input type="checkbox"/>	College Credit Transfer:	Requested <input type="checkbox"/> Granted <input type="checkbox"/>
SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)		

M: Course Objectives / Learning Outcomes:

The learner has reliably demonstrated the ability to:

1. communicate effectively, using the language, theory and precedents of civil litigation;
2. identify the Canadian courts and the sources of Canadian law;
3. analyze the concepts of the Canadian legal system and the civil and criminal process;
4. apply the concepts of civil litigation to solve problems independently and collaboratively;
5. translate an understanding of the theory of civil litigation by creating accurate correspondence and documentation relating to a civil action in accordance with the British Columbia Supreme Court Rules.

N: Course Content:**1. The Canadian Legal System**

- 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

- 2.1 Duties set out in the Law Society's Professional Conduct Handbook
- 2.2 Other requirements and restrictions

3. Civil Court Documents

- 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 used in civil documents

4. Civil Litigation Procedures

- 4.1 Handle Civil Litigation Actions
 - 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.
 - 4.1.6 set actions down for trial
 - 4.1.7 exchange documents and arrange discovery
 - 4.1.8 arrange pre-trial proceedings
 - 4.1.9 prepare and enter orders
 - 4.1.10 complete assessment and billing
 - 4.1.11 arrange for enforcement and collection
 - 4.1.12 handle settlements, dismissals, and discontinuances
 - 4.1.13 handle interlocutory applications
 - 4.1.14 amend documents
- 4.2 Civil Litigation Matters
 - 4.2.1 prepare and handle petitions and praecipes
 - 4.2.2 prepare and handle appearances
 - 4.2.3 prepare for hearings
 - 4.2.4 prepare and enter orders

O: Methods of Instruction:

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:

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

Colvin, Carole and Sheila Paige. Litigation Precedents, Latest Ed., Douglas College

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

Dukelow, Daphne A. and Betsy Nuse. Pocket Dictionary of Canadian Law, Latest Ed., Carswell, Barrie, Ontario (*Also used in OADM425, 427, 428, 429*)

Q: Means of Assessment:

Assignments (minimum of 5)	15%
Timed Production Evaluations (minimum of 4)	55%
Comprehensive Theory Evaluation	25%
Participation	<u>5%</u>
	<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): Sheila Paige, Carole Colvin

Education Council / Curriculum Committee Representative

Dean / Director: Jim Sator

Registrar: Trish Angus