



EFFECTIVE: SEPTEMBER 2011 CURRICULUM GUIDELINES

A. Division:	Academic	Effective Date:	September 2011	
B. Department / Program Area	Commerce & Business Admin/ Office Administration	Revision	<input checked="" type="checkbox"/>	New Course <input type="checkbox"/>
		If Revision, Section(s) Revised:	A, H, N, P, Q	
		Date of Previous Revision:	March 2003	
		Date Current Revision:	May 2011	
C: OADM 1326	D: LEGAL OFFICE PROCEDURES-LITIGATION	E:	3	

Subject & Course No.	Descriptive Title	Semester Credits						
F: Calendar Description: <p>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, document formatting, and transcription skills with knowledge of civil law.</p>								
G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lecture and Seminar Number of Contact Hours: (per week / semester for each descriptor) Lecture: 2 hours per week Seminar: 2 hours per week Number of Weeks per Semester: 15 weeks x 4 hours = 60 hours	H: Course Prerequisites: OADM 1218 and OADM 1256 and (45 NWPM or OADM 1303 with a C+ or better)							
	I: Course Corequisites: Nil							
	J: Course for which this Course is a Prerequisite OADM 1401							
	K: Maximum Class Size: 30							
L: PLEASE INDICATE: <table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 30px; text-align: center;"><input type="checkbox"/></td> <td>Non-Credit</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>College Credit Transfer:</td> </tr> </table> <p style="text-align: center;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)</p>			<input type="checkbox"/>	Non-Credit	<input checked="" type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
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<input checked="" type="checkbox"/>	College Credit Non-Transfer							
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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;
6. transcribe accurately litigation correspondence and documents by applying English, keyboarding and legal office procedure skills;
7. keyboard with speed and accuracy from five-minute timed writings.

N: Course Content:

1. **Principles of the Litigation System and Litigation Model**
 - The adversarial system
 - Principles behind court procedures
 - Stages of the litigation model
2. **Civil Versus Criminal Proceedings**
 - Courts of Canada
 - Major differences between criminal and civil law
3. **Preliminary Matters**
 - Conflict of interest check
 - Limitation dates and limitation calendars
 - Bring Forward systems and deadline calendars
 - Settlement prior to commencing a court proceeding
4. **Court Documents**
 - Rules of Court
 - Style of Proceedings and parties to an action
 - Parts of a supreme court documents
5. **Commencing an Action**
 - Personal versus ordinary service of documents
 - Calculating time limits
 - Commencement and notification documents and procedures
6. **Obtaining Default Judgment**
 - Default documents and procedures
 - Bill of Costs for default
7. **Defending an Action**
 - Defence documents and procedures
 - Counterclaims and third party claim documents and procedures
 - Trial scheduling documents and procedures
 - Bill of Costs items for commencing or defending claims
8. **Disclosure of Evidence**
 - Purpose of evidentiary disclosure
 - Disclosure documents and procedures
 - Trial scheduling procedures and documents
 - Bill of Costs items for disclosing documents

- 9. **Settlement**
 - Consent documents and procedures
 - Bill of Costs items for consent settlements

- 10. **Hearing and Trial**
 - Trial preparation documents and procedures
 - Bill of Costs items for trials

- 11. **Collections**
 - Collection documents and procedures

- 12. **Interlocutory Applications**
 - Application of litigation model to applications
 - Application documents and procedures
 - Bill of Costs items for applications

- 13. **Expedited Trials**
 - Procedures and variations for expedited trials

- 14. **Transcription of Litigation Correspondence and Documents**
 - Transcribe legal material

O: Methods of Instruction:

A combination of lectures, guided practices, assignments and case studies will be used. Active learning is an integral part of this course, and emphasis will be placed on a “hands-on” environment to allow students to 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:

Introduction to Litigation. DFC Publications. (Latest Edition) or other litigation textbook as determined by the instructor.

An instructor approved keyboarding timed writing textbook (used in OADM 1303).

Course packs as determined by the instructor.

Q: Means of Assessment:

Assignments	5 - 10%
Simulations	30 - 35%
Midterm and/or Test(s)	25 - 35%
Final Exam	20 - 25%
Keyboarding Speed (average of best three 5-minute timings)	<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)

Education Council / Curriculum Committee Representative

Dean / Director

Registrar

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