



EFFECTIVE: SEPTEMBER 2011
CURRICULUM GUIDELINES

A. Division: **Academic** Effective Date: **September 2011**

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

If Revision, Section(s) Revised: **A, H, M, N, P, Q**

Date of Previous Revision: **May 2003**

Date of Current Revision: **May 2011**

C: **OADM 1327** D: **LEGAL OFFICE PROCEDURES- FAMILY LAW** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of family law in British Columbia. Students will gain knowledge and practical experience in topics such as statutes and rules, divorce and family courts, marriage in B.C., pre-nuptial and separation agreements, undefended and defended divorce actions, chambers applications, annulment, change of name, adoption and applications to Provincial Court. This is a “hands-on” course in which the students integrate keyboard, computer, document formatting and transcription skills, with a knowledge of family law.		
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 per week = 60 hours	H: Course Prerequisites: OADM 1218 and OADM 1256 and (45 NWPM or OADM 1303 with a C+ or better)	
	I: Course Corequisites: OADM 1326	
	J: Course for which this Course is a Prerequisite: OADM 1401	
	K: Maximum Class Size: 30	
L: PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)		

M: Course Objectives / Learning Outcomes:

The learner has reliably demonstrated the ability to:

- 1. Read and understand the relevant statutory materials, the Supreme Court Family Rules, the Divorce Act, and the Family Relations Act**
- 2. Identify the distinct applications of the Divorce Act and the Family Relations Act**
- 3. Recognize the primary relief available under the Divorce Act and the Family Relations Act**
- 4. Identify the rules on financial disclosure**
- 5. Calculate basic child support under the Federal Child Support Guidelines**
- 6. Accurately prepare the court documents required in a joint divorce proceeding**
- 7. Accurately prepare the court documents required in an uncontested divorce proceeding**
- 8. Accurately prepare the court documents required to defend a contested divorce proceeding**
- 9. Transcribe accurately family law correspondence and documents, including marriage and separation agreements, using appropriate and relevant legal terminology**
- 10. Observe ethical standards with respect to client confidentiality in the completion of all work**

N: Course Content:

- 1. Historical Overview: historical developments in family law**
- 2. Overview: why the family law client is unique**
- 3. Opening the family law file: sample lawyer's initial interview notes**
- 4. The Divorce Act: grounds for divorce, bars to divorce, forms of divorce (undefended, joint, defended), jurisdiction**
- 5. The Family Relations Act: relief available, importance of provisions concerning division of family property, jurisdiction**
- 6. Application of the Supreme Court Family Rules**
- 7. Financial disclosure: Forms F8 and F9**
- 8. Child support: preparation of the Child Support Affidavit and application of the Child Support Guidelines**
- 9. Simple calculations of child support amounts**
- 10. Preparation of the Notice of Joint Family Claim in support of a joint divorce**
- 11. Preparation of the Notice of Family Claim and related documents in support of an undefended divorce**
- 12. Preparation of the Response to Family Claim and related documents in support of a defended divorce**
- 13. The divorce order: preparation, approval by counsel**

O: Methods of Instruction:

A combination of lectures, guided practices, assignments, case studies and research assignments 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:

Family Law Manual, Latest Ed., Douglas College or other family law 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 - 40%
Midterm and/or Test(s)	25 - 30%
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