



**EFFECTIVE: SEPTEMBER 2004**  
**CURRICULUM GUIDELINES**

<b>A.</b>	Division:	<b>Instructional</b>	Effective Date	<b>September 2004</b>
<b>B.</b>	Department / Program Area	<b>Commerce &amp; Business Admin/ Office Administration</b>	Revision	<input checked="" type="checkbox"/> New Course <input type="checkbox"/>
			If Revision, Section(s) Revised:	<b>C, H, I, J, P</b>
			Date Last Revised:	<b>2003-09 new course</b>
			Date of Current Revision:	<b>2004-09</b>
<b>C:</b>	<b>OADM 1329</b>	<b>D: LEGAL OFFICE PROCEDURES- WILLS AND ESTATES</b>		<b>E: 3</b>

---

	Subject & Course No.	Descriptive Title	Semester Credits
<b>F:</b>	Calendar Description: <b>This course introduces the student to the role and responsibilities of a Legal</b>		

Course Objectives / Learning Outcomes:

**M:**

The learner has reliably demonstrated the ability to:

1. communicate effectively, using the language, theory and precedents of wills and estates;
2. use the concepts of wills and estates to analyze and solve problems independently and collaboratively;
3. identify the statutes, both provincial and federal, as they apply to wills and estates;
4. translate an understanding of the theory of wills and estates by creating accurate correspond

- 4.3.6 compile list of deceased's assets and liabilities
- 4.3.7 complete discl

**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: **Rosilyn G. Coulson**

---

Registrar: **Trish Angus**

© Douglas College. All rights reserved.