

EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A.	Division:	Instructional	E	ffective Date: Septemb	ber 2004			
B.	Department / Program Area:	Commerce & Business Admir Office Administration	/ R	evision	1	New Course	X	
	i rogi uni i neui		R D	Revision, Section(s) evised: ate of Previous Revisio				
C:	OADM 1433	D: Litigation		ate of Current Revision ures II	n: E:	2		
	Subject & Gou	rse No. Descr	iptive T	itle	Semeste	r Credits		
F:	Calendar Description: This is a BCCampus online provincial course. Litigation Procedures II is a continuation of OADM 1432 Litigation Procedures I. This online course will continue the student's introduction to the role and responsibilities of the Lega ain knowledge and develop practical experience in the further handling of a civil litigation file, from the discovery process to procedures at trial, as well as post-trial procedures, including bills of costs and enforcement. This is a "hands-on" course in which the students integrate keyboard, computer, transcription and document formatting with knowledge of civil law.							
G:	Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings:			Course Prerequisites: English 11 with a grade of "C" or better or equivalent, and OADM 1430 or equivalent, and OADM 1431 or equivalent, and 50 NWPM, and OADM 1432.				
	Online instruction Number of Contact Hours: (per week / semester for each descriptor)							
			I:	Course Corequisites	::			
	8 hours per week		J:	Course for which th	is Course is	a Prerequisite		
	Number of Weeks per Semester:			Nil				
	7 ¹ / ₂ weeks X 8 hours/week = 60 hours/semester		К:	Maximum Class Siz	Maximum Class Size:			
				24				
L:	PLEASE INDIC	LEASE INDICATE:						
	Non-Credi	Non-Credit						
		College Credit Non-Transfer						
	College Cr	College Credit Transfer:						
	SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)							

	The le	earner has relia	ves / Learning Outcomes ably demonstrated the ability to:				
	1		iory admonistration and admity to.				
			1. Prepare documentation for a civil action in the Supreme Court of BC from the discovery phase of the				
	2		to the completion of the file and enforcement of the judgment.				
	2		e documentation necessary for a Chambers application.				
	3	. Understand	d basic legal concepts which underpin the court system in BC and affect the daily work of a ion law office.				
	 Understand the environment of a law office and respond to some of the possible challenges in office including dealing with people in a law office, possible ethical challenges, and maintain appropriate professional appearance and demeanor. 						
	5		rrespondence, including a variety of different types of letters and memoranda, in mailable				
	6		Describe and understand each stage in a civil litigation proceeding from the discovery phase of the				
			end of the file, including enforcement of the judgment and any Chambers hearings that may				
	7	-	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 Professional Conduct Handbook				
	1.2 Other requirements and restrictions						
	2.						
		2.1 Parts of documents					
			formatting, spelling, and legal terminology				
		2.3 Keying f	rom draft or transcription				
	3. Civil Litigation Procedures						
			Civil Litigation Actions				
		3.1.1	set actions down for trial				
		3.1.2	exchange documents and arrange discovery				
		3.1.3	arrange pre-trial proceedings				
		3.1.4	prepare and enter orders				
		3.1.5	complete assessment and billing				
		3.1.6	arrange for enforcement and collection				
		3.1.7	handle settlements, dismissals, and discontinuances				
		3.1.8	handle interlocutory applications				
		3.1.9	amend documents				
		3.2 Civil Litigation Matters					
		3.2.1	prepare and handle petitions and praecipes				
		3.2.2	prepare and handle appearances				
		3.2.3	prepare for hearings				
		3.2.4	prepare and enter orders				
0:	Metho	ods of Instructi	ion				

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.

Textbooks and Materials to be Purchased by Students					
Colvin, Carole and Sheila Paige. Litigation Precedents, Latest Ed., Douglas College					
. WAV pedal & computer headphones are required for digital transcription activities.					
Means of Assessment	2017				
6	30%				
	30%				
1 0	30%				
Participation	<u> 10% </u>				
	<u>100%</u>				
	Colvin, Carole and Sheila Paige. Litigation Preced . WAV pedal & computer headphones are required				

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR