



Division:  
Department /  
Program Area

Effective Date:  
Revision

F09U.EMC/P MCID 4781 631.9

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Date Last Revised: Date of Current Revision
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Course Objectives / Learning Outcomes:

The learner has reliably demonstrated the ability to:

1. communicate effectively, using the language, theory and precedents of family law;

- 5.1 Apply English spelling and grammar rules to correctly transcribe legal material
- 5.2 Apply knowledge of civil litigation to transcribe legal material in correct format

**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.

**Textbooks and Materials to be Purchased by Students:**

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

Colvin, Carole and Sheila Paige. Family Law 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 OADM 1218, OADM 1327, OADM 1328, OADM 1329*)