



### Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. Prepare documentation for a civil action in the Supreme Court of BC from commencement until the close of pleadings.
2. Prepare the documentation necessary to obtain default judgment.
3. Understand basic legal concepts, which underpin the court system in BC and affect the daily work of a civil litigation law office.
4. Understand the environment of a law office and respond to some of the possible challenges in such an office including dealing with people in a law office, possible ethical challenges, and maintaining an appropriate professional appearance and demeanor.
5. Prepare correspondence, including a variety of different types of letters and memoranda, in mailable form.
6. Describe and understand each stage in a civil litigation proceeding from commencement until the close of pleadings and possible application for default judgment.
7. Utilize transcription skills and theory in preparing litigation documents.

### Course Content:

- 1.1 Sources and parts of law
- 1.2 Major differences between criminal and civil law
- 1.3 Limitation periods in civil law
  
- 2.1 Duties set out in the Law Society's Professional Conduct Handbook
- 2.2 Other requirements and restrictions
  
- 3.1 Parts of documents
- 3.2 Rules for keying styles of proceedings in actions and matters

<p>Textbooks and Materials to be Purchased by Students</p> <p>Colvin, Carole and Sheila Paige. Litigation Precedents, Latest Ed., Douglas College</p> <p>. WAV pedal &amp; computer headphones are required for digital transcription activities.</p>	
<p>Means of Assessment</p> <p>Assignments</p> <p>Timed Production Evaluations</p> <p>Comprehensive Theory Evaluation</p> <p>Participation</p>	<p>30%</p> <p>30%</p> <p>30%</p> <p><u>10%</u></p> <p><u>100%</u></p>
<p>Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is open for PLAR.</p>	

Course Designer(s) TITUS YIP

Education Council / Curriculum Committee Representative

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