



EFFECTIVE: SEPTEMBER, 2007
CURRICULUM GUIDELINES

A. Division: **Education**

Effective Date: September 2007

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

Revision

New Course

If Revision,

<p>M: Course Objectives / Learning Outcomes</p> <p>The learner has reliably demonstrated the ability to:</p> <ol style="list-style-type: none">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 demeanour.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.
<p>N: Course Content:</p> <ol style="list-style-type: none">1. The Canadian Legal System<ol style="list-style-type: none">1.1 Sources and parts of law1.2 Major differences between criminal and civil law1.3 Limitation periods in civil law2. Roles and Duties to be Performed by a Legal Administrative Assistant<ol style="list-style-type: none">2.1 Duties set out in the Law Society's <u>Professional Conduct Handbook</u>2.2 Other requirements and restrictions3. Civil Court Documents<ol style="list-style-type: none">3.1 Parts of documents3.2 Rules for keying styles of proceedings in actions and matters3.3 Correct formatting, spelling, and legal terminology3.4 Keying from draft or transcription4. Civil Litigation Procedures<ol style="list-style-type: none">4.1 Handle Civil Litigation Actions<ol style="list-style-type: none">4.1.1 open files4.1.2 prepare and serve writ of summons4.1.3 prepare and deliver appearance4.1.4 prepare and deliver pleadings4.1.5 prepare and apply for judgements in default.
<p>O: Methods of Instruction</p> <p>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.</p>

