EFFECTIVE: SEPTEMBER 2008
CURRICULUM GUIDELINES

A.	Division:	**Education**	Effective Date:		September 2008

	ce & Business Admin/ ministration	Revision	X	New Course	

	If Revision, Section(s) Revised:	J
	Date of Previous Revision:	March 2007
	Date of Current Revision:	April 2008

C:	**OADM 1432**	**D**:	**Litigation Procedures I**	**E:**	**1.5**
	Subject & Course No.		Descriptive Title		Semester Credits

F: Calendar Description:

This is a BCCampus online provincial course. This online course introduces the student to the role and responsibilities of the Legal Administrative Assistant employed in the field of civil litigation in British Columbia. Students will gain knowledge of the first part of handling a civil litigation file, from opening a new client file to Default Judgmes

-on" course in which the students integrate keyboard, computer, transcription and document formatting with knowledge of civil law.

G:

H: Course Prerequisites:

(OADM 1430 or equivalent) and (OADM 1431 or equivalent)

I: Course Corequisites:

Nil

ber of Contact Hours: (per week / semester for each descriptor)

Num

Lecture: 4 hours per week / 30 hours per semester
: 4 hours per week / 30 hour per semester

nber of Weeks per Semester:

weeks X 8 hours/week = 60 hours/semester

K: Maximum Class Size:

24

ASE INDICATE**:**

Non-Credit

College Credit Non-Trans

M: Course Objectives / Learning Outcomes

P: 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.

Q: Means of Assessment:

Production–document production   50%