



EFFECTIVE: JANUARY 2005
CURRICULUM GUIDELINES

A. Division: **Instructional** Effective Date: **January 2005**

B. Department / **Commerce & Business Admin/** Revision _____ New Course X
 Program Area: **Office Administration**

Subject & Course No.	Descriptive Title	Semester Credits
F:	Calendar Description: This is a BCCampus online provincial course. Family Litigation Procedures introduces the student to the functions and duties of a legal administrative assistant working in a family law practice in B.C	

Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Online lecture Online lab Number of Contact Hours: (per week / semester for each descriptor) Lecture: 3 hours per week/45 hours per semester Lab: 1 hour per week/15 hours per semester Number of Weeks per Semester: 15 weeks X 4 hours/week = 60 hours/semester	Course Prerequisites: (OADM 1430 or equivalent) and (OADM 1431 or equivalent).
	I: Course Corequisites: OADM 1433
	J: Course for which this Course is a Prerequisite None
	K: Maximum Class Size: 24

<input type="checkbox"/>	College Credit Non-Transfer
<input checked="" type="checkbox"/>	College Credit Transfer:

GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

M: Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. Read and understand the relevant statutory materials, in particular Rule 60 and 60 D of the Rules of Court, the Divorce Act, and the Family Relations Act.

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

This course is open for PLAR.