

Revised:  
Date of Previous Revision:  
Date Current Revision:

**C: OADM 326**

**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 and practical experience in topics such as Canadian law, Canadian court system, civil and criminal process, pleadings, default judgment, setting an action down for trial, discovery, trial, enforcement, settlement, r**

Allocation of Contact Hours to Type of Instruction  
/ Learning Settings

Primary Me

**Prerequisites:**

**English 11 with a grade of "C" or better or equivalent, and OADM 218 and OADM 256 and OADM 303 with a C+ or better or 45 NWPM**

**OADM 401**

**M:**

- 5. Transcription of Litigation Correspondence and Documents**
  - 5.1 apply Eng