



EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

A. Division: **Instructional** Effective Date: **September 2004**
 B. Department / **Commerce & Business Admin/** Revision New Course
 Program Area **Office Administration**
 If Revision, Section(s)
 Revip

	ive Title	Semester Credits
F:	Calendar Description: This 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 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, and chambers applications. This is a “hands-on” course in which the students integrate keyboard, computer, document formatting, and transcription skills with a knowledge of civil law.	
G:	Allocation of Contact Hours to Type of Instruction / Learning Settings	H: Course Prerequisites:
	Pri 2 hours per	English 11 with a grade of “C” or better or equivalent, and OADM 1218 and OADM 1256 and OADM 1303 with a C+ or better or 45 NWPM
		I: Course Corequisites:
		Nil
		J: Course for which this Course is a Prerequisite
		OADM 1401
	week	
	Seminar: 2 hours per week	
	Number of W	

M: Course Objectives / Learning Outcomes:

The learner has reliably demonstrated the ability to:

1. communicate effectively, using the language, theory and precedents of civil litigation;
2. identify the Canadian courts and the sources of Canadian law;
3. analyze the concepts of the Canadian legal system and the civil and criminal process;
4. apply th

5. Transcription of Litigation Correspondence and Documents

- 5.1 apply English spelling and grammar rules to correctly transcribe legal material
- 5.2 apply knowledge of civil litigation to transcribe legal material in correct format

6. Timed Writings

O: Method