

M: Course Objectives / Learning Outcomes:

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<p>5. Transcription of Family Law Correspondence and Documents</p> <p>5.1 Apply English spelling and grammar rules to correctly transcribe legal material</p> <p>5.2 Apply knowledge of civil litigation to transcribe legal material in correct format</p> <p>6. Timed Writings</p>										
<p>O: Methods of Instruction:</p> <p>A combination of lectures, guided practices, assignments, case studies and research assignments will be used. Active learning is an integral part of this course, and emphasis will be placed on a “hands-on” environment to allow students to 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>										
<p>P: Textbooks and Materials to be Purchased by Students:</p> <p>Colvin, Carole and Sheila Paige. <u>Family Law Manual</u>, Latest Ed., Douglas College</p> <p>Colvin, Carole and Sheila Paige. <u>Family Law Precedents</u>, Latest Ed., Douglas College</p> <p>Colvin, Carole and Sheila Paige. <u>Legal Office Procedures Forms II</u>, Latest Ed., Douglas College</p> <p>Dukelow, Daphne A. and Betsy Nuse. <u>Pocket Dictionary of Canadian Law</u>, Latest Ed., Carswell, Barrie, Ontario (<i>Also used in OADM 218, 327, 328, 329</i>)</p> <p>Clayton, Dean and Albert Fries. <u>Timed Writings About Careers</u>, Latest Ed., South-Western Publishing Co.</p>										
<p>Q: Means of Assessment:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Assignments (minimum of 5)</td> <td style="text-align: right;">15%</td> </tr> <tr> <td style="padding-left: 20px;">Timed Production Evaluations (minimum of 4)</td> <td style="text-align: right;">50%</td> </tr> <tr> <td style="padding-left: 20px;">Comprehensive Theory Evaluation</td> <td style="text-align: right;">25%</td> </tr> <tr> <td style="padding-left: 20px;">Keyboarding Speed (average of best three 5-minute timings)</td> <td style="text-align: right;"><u>10%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Assignments (minimum of 5)	15%	Timed Production Evaluations (minimum of 4)	50%	Comprehensive Theory Evaluation	25%	Keyboarding Speed (average of best three 5-minute timings)	<u>10%</u>		<u>100%</u>
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<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is open for PLAR.</p>										