



# COURSE OUTLINE

**Please save a copy onto your computer before filling in the form**

**Course Name:** Litigation

**Department Head/Coordinator:** Helen Roberts

**Effective Date:** January 2016

<b>School or Centre:</b>	<b>Department:</b>	
School of Hospitality and Business	Applied Business	
<b>Course History:</b>	<b>Year of Study:</b>	
Click arrow for options	1st Year Post-secondary	
<b>Name of Replacing Course (if applicable):</b>	<b>Course Number:</b>	OADM 1454
	<b>Number of Credits:</b>	4.0

### Course Pre-requisites (if applicable):

OADM 1450 (Legal Office Procedures) and OADM 1452 (Corporate Law)

### Course Co-requisites (if applicable):

### PLAR (Prior Learning Assessment & Recognition)

No  Yes (details below):

### Course Description:

This course covers how civil actions proceed in the British Columbia Supreme Court and offers practical experience in the preparation of civil British Columbia Supreme Court documents acceptable for filing in the Court Registry, preparation of correspondence and documents, as well as vocabulary and transcription.

**Note to instructors:** An instructional strategy is an approach that an instructor uses to achieve the learning outcomes (e.g., lecture, case study, video, group work).

### **Instructional Strategies:**

This course emphasizes practical skills training, including keyboarding and transcription. Students will work individually and in groups in a computer lab. Theory is presented in lectures, videos, and demonstrations. Both practical and theoretical knowledge may be supported with field trips to Law Courts and law offices. Attendance is mandatory: 3 or more absences may result in withdrawal from the program.

### **Course Learning Outcomes:**

Upon completion of this course, the student will be able to:

1. communicate effectively, using the language, theory and precedents appropriate to 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. analyze and solve civil litigation issues independently and collaboratively
5. create accurate correspondence and documentation relating to civil actions according to the British Columbia Supreme Court Civil Rules

### **Program Learning Outcomes:**

Graduates of this program will have acquired the skills and knowledge to:

- Create, edit, print, store and retrieve legal documents and correspondence
- Perform legal administrative assistant duties and procedures in the areas of corporate law, conveyancing, litigation, family law, and wills and estates
- Apply time management principles and set priorities
- Analyze and solve problems independently and collaboratively
- Communicate effectively, and respect confidentiality
- Keyboard quickly and accurately, proofread effectively, and transcribe from audio dictation

**Evaluation/Grading System** *(Click on drop down box arrows to see list of options)*

Grading System	Specify if 'Other':	Specify Passing Grade:
Letter Grades		C+

**Components and Weighting of the Assessment/Evaluation Plan:** *(Click on drop down box arrows to see list of options)*

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Assignments	30	
Other	15	Transcription - assignments 5%, test 10%
Quizzes/Tests	30	3 Theory quizzes, each worth 10%
Final Exam	25	Practical examination
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<b>Total</b>		<b>100</b>

**Learning Environment/Type** *(Select all that are used within the course)*

Instruction Type	Hours Per Instruction Type	Comments
B - Lab (Computer, Chemistry...)	75	
E - Seminar	25	
<b>Enter Total Hours</b>	<b>100</b>	

**Resource Material(s):**

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

**Course Topics and Sequence Covered:**

The differences between criminal and civil law, the appeal process  
Principles behind court procedures, the litigation model, stages of litigation  
Preliminary matters, statute of limitations, actions and originating applications  
Document formatting, description of parties, the Public Guardian and Trustee, shortened style of proceeding  
Commencing the action, Notice of Civil Claim, time limit for service, filing documents, time calculations, service, affidavit of personal service, events following service  
Default judgment, costs  
Pleadings, Response to Civil Claim, Reply, electronic documents, setting a trial date, Notice of Trial, counterclaims and third parties, Bill of Costs  
Disclosure, types of evidence  
Settling a defended action, consent orders, consent dismissal order, enforceability of an order  
Hearing the dispute, trial scheduling, trial management conferences, witness lists, Trial Record, evidence at trial, Trial Certificate, pre- and post-trial timelines  
Collecting on judgments  
Asking the Court for help: interlocutory applications, affidavits, applications made with and without notice, consent applications

## VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about-vcc/policies/index.cfm>

To find out how this course transfers, visit the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca).

### FOR COMMITTEE USE ONLY

<b>Date Approved by Education Council:</b>	Dec. 8, 2015	<b>Date Approved by VCC Board (if applicable):</b>	
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