



COURSE OUTLINE

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

Course Name: Practicum

Department Head/Coordinator: Helen Roberts

Effective Date: January 2016

School or Centre:	Department:	
School of Hospitality and Business	Applied Business	
Course History:	Year of Study:	
Click arrow for options	1st Year Post-secondary	
Name of Replacing Course (if applicable):	Course Number:	OADM 1456
	Number of Credits:	2.0

Course Pre-requisites (if applicable):

OADM 1450 (Legal Office Procedures), OADM 1452 (Corporate Law), OADM 1451 (Conveyancing), OADM 1454 (Litigation), OADM 1453 (Family Law), OADM 1455 (Wills and Estates), and OADM 1460 (Speed & Accuracy Development)

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No Yes (details below):

Course Description:

This two-week practicum in a law office or the legal department of a government or business gives students practical experience in applying the knowledge and skills acquired during the program.

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:

Practicum hosts mentor students performing a variety of legal office tasks.

Course Learning Outcomes:

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

1. use the knowledge and skills from this program in a legal office setting
2. demonstrate appropriate business-related interpersonal skills
3. attend punctually and consistently
4. demonstrate good attitude and initiative

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:
Satisfactory/Unsatisfactory		S

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%):
Practicum	100	Instructor assesses the student with input from the practicum sponsor
-		
-		
-		
-		
Total		100

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

Instruction Type	Hours Per Instruction Type	Comments
P - Practicum	70	
-		
Enter Total Hours	70	

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:

Legal office operations
Professional behaviour
Confidentiality
Effective communication

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.

FOR COMMITTEE USE ONLY

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