



ORIGINAL COURSE IMPLEMENTATION DATE: September 2026
 REVISED COURSE IMPLEMENTATION DATE:
 COURSE TO BE REVIEWED (six years after UEC approval): February 2032
 Course outline form version: 29/08/2024

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: LAA 02	Number of Credits: 0 Course credit policy (105)												
Course Full Title: Litigation Course Short Title: Litigation													
Faculty: Faculty of Education, Community, & Human Dev.	Department/School: School of Continuing Education												
Calendar Description: An introduction to litigation within the Canadian legal context, identifying differences between criminal and civil law. Practical skills required for litigation are developed. Supreme Court Civil Rules and limitation deadlines are discussed. Respectful practices for working with Indigenous communities and other marginalized groups within the Canadian legal system are highlighted, such as alternative dispute resolution and culturally significant practices.													
Prerequisites (or NONE):	Admission to the Legal Administrative Assistant certificate.												
Corequisites (if applicable, or NONE):	NONE												
Pre/corequisites (if applicable, or NONE):	NONE												
Antirequisite Courses (<i>Cannot be taken for additional credit.</i>) Former course code/number: Cross-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>	Course Details Special Topics course: No <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: No <i>(See policy 207 for more information.)</i> Grading System: Letter grades Delivery Mode: May be offered in multiple delivery modes Expected frequency: Twice per year Maximum enrolment (for information only): 24												
Typical Structure of Instructional Hours <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 80%;">Lecture/seminar</td> <td style="width: 20%; text-align: center;">60</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">30</td> </tr> <tr> <td> </td> <td style="text-align: center;">30</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Total hours</td> <td style="text-align: center;">90</td> </tr> </table>	Lecture/seminar	60	Tutorials/workshops	30		30					Total hours	90	Prior Learning Assessment and Recognition (PLAR) PLAR cannot be awarded for this course because: This is a course in a non-credit certificate program that relies on in-class experience and training.
Lecture/seminar	60												
Tutorials/workshops	30												
	30												
Total hours	90												
Scheduled Laboratory Hours Labs to be scheduled independent of lecture hours: No	Transfer Credit (See bctransferguide.ca) Transfer credit already exists: No Submit outline for (re)articulation: No <i>(If yes, fill in transfer credit form.)</i>												
Department approval	Date of meeting: October 30, 2025												
Faculty Council approval	Date of meeting: December 12, 2025												
Undergraduate Education Committee (UEC) approval	Date of meeting: February 27, 2026												

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Create accurate litigation documents and pleadings in accordance with Supreme Court Civil Rules and Procedures that adopt cultural sensitivity and trauma-informed practices.
2. Manage litigation files and scheduling using legal practice software for litigation practice, including calculating and meeting limitation dates, client meetings, and understanding the basics of legal practice management.
3. Apply Supreme Civil procedure rules within the Canadian Legal System.
4. Conduct legal research using resources to comprehend legal citations.
5. Communicate effectively through written and oral communication to various stakeholders in legal matters and demonstrate an understanding of the professional role of a legal assistant's duties through in-class communications.
6. Apply cultural competency through legal correspondence, court filings, client interactions and other means, including practices that respect Indigenous communities and individuals, including alternative dispute resolution.
7. Summarize the TRC's Calls to Action that are relevant to the justice system and explain the implications for Legal Administration Assistants.

Recommended Evaluation Methods and Weighting (*Evaluation should align to learning outcomes.*)

Assignments:	15%	Lab work:	5%	Final exam:	25%
Holistic assessment:	25%	Quizzes/tests/midterm:	30%		%

Details:

Holistic assessments: reflective journal, contributions to the classroom community (client-centered professionalism; assessed by reflection, self-assessment, and instructor)

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Instructional Methods (*Guest lecturers, presentations, online instruction, field trips, etc.*)

Lectures, group activities and collaboration, compilation of documents, and practical exercises.

Texts and Resource Materials (*Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*)

Type	Author or description	Title and publication/access details	Year
1. Textbook	Deb Jamison	Guide to Civil Litigation, British Columbia, Carswell	Current
2.			
3.			
4.			

Required Additional Supplies and Materials (*Software, hardware, tools, specialized clothing, etc.*)

Computer with reliable internet access – preferably with a microphone and camera option. See the technical [requirements webpage](#).

Course Content and Topics

- Overview of Canadian legal systems
- Civil law (torts) vs. criminal law proceedings
- Supreme court rules and procedures
- Limitation dates and Act
- Commencing a civil action
- Responding to a civil action
- Close of/amending pleadings/case planning conference
- Keyboarding and correspondence
- List of documents and discovery, and disclosure documents and procedures
- Freedom of Information and Protection of Privacy (FOIPPA) and Personal Information Protection Act (PIPA)
- Other discovery methods/setting trial and preparation
- Preparing for trial/trial management conference
- Settlement/mediation
- Quantum/bill of costs/business communications
- Fast track litigation/summary trials
- Summary judgments/dismissal of action
- Judgments and appeals
- Commencement of and responding to originating application/litigation guardians and legal disability