

TRANSFER GUIDE
for
BCcampus Online Courses
and **College/University Onsite Courses in**

APPLIED BUSINESS TECHNOLOGY/OFFICE ADMINISTRATION
LEGAL ADMINISTRATIVE ASSISTANT PROGRAMS

MARION HAYTHORNE
Project Contractor
Capilano University
North Vancouver, B.C.

May 2008

TRANSFER GUIDE

**for BCcampus Online Courses and College Onsite Courses in
APPLIED BUSINESS TECHNOLOGY/OFFICE ADMINISTRATION
LEGAL ADMINISTRATIVE ASSISTANT PROGRAMS**

Project Contractor: Marion Haythorne

Background and Introduction

At the October 2007 meeting of the provincial coordinators for Applied Business Technology/Office Administration (ABT/OA) programs a motion was passed directing the ABT/OA Articulation Committee to submit a proposal to the British Columbia Council on Admissions and Transfer for funding of a project to create a Transfer Guide for the Legal Administrative Assistant Program courses. The Transfer Guide was to include all core courses offered onsite and online at the public colleges and universities throughout the province. It was recommended that Marion Haythorne of Capilano University be asked to coordinate this project. This project was approved in January 2008.

In two previous projects coordinated by Diane Blaney of Capilano University, Transfer Guides were created that included all core courses offered both onsite and online in Applied Business Technology/Office Administration (ABT/OA) programs at the public colleges and universities throughout the province.

These Transfer Guides on the BCCAT website provide students with current information on transfer possibilities. The process is student driven and clearly outlines the pathways for transferring credit acquired in onsite and/or online courses taken at one provincial public post-secondary institution to another.

ABT/OA has been offering onsite legal administrative assistant courses for many years and online courses since 2004. Online and onsite courses have been approved by Education Councils at individual colleges and universities. While the online course names and content are consistent for all colleges and universities, course numbers are not. Onsite courses have different names and numbers. This Transfer Guide will provide students in Legal Administrative Assistant programs in any of the public post-secondary institutions in British Columbia the information they need to transfer credit acquired in onsite and/or online courses between institutions.

Participants

The following 10 colleges and universities participated in this project. They provided a list of course numbers for all BCcampus courses that had received Education Council approval at their individual colleges and universities. They also provided the course name and number of any onsite courses considered equivalent within their institution. They met to review and achieve consensus on the transfer guidelines recommended by the Project Coordinator.

- Capilano University: Marion Haythorne
- College of New Caledonia – Shannon Bezo
- College of the Rockies – Kathy Hagman
- Douglas College: Wayne Ratcliffe
- North Island College: Sharon Brady
- Okanagan College: Madelaine Befus
- Thompson Rivers University Micheline Stainton
- Vancouver Community College: John Demeulemeester
- Northern Lights College Terri Barber
- Vancouver Island University – Anne Gold

Methodology

For many decades, colleges and universities throughout the province have been offering onsite Legal Administrative Assistant Programs (formerly Legal Secretarial Programs). The courses within these programs have different names and numbers. In 2004 the ABTO/OA group worked collaboratively with each other and BC Campus to develop ten online Legal Administrative Assistant Courses. Each of the Legal Administrative Assistant Program (LAAP) online courses has one common course outline. The learning objectives in each of the course outlines, which are approved by Education Councils at each individual college and university, are identical. The identical course curricula are taught by all institutions. Each college and university then developed its own equivalencies between its online and onsite courses. Because of these already established equivalencies within the colleges, universities and within BC Campus, there was no real need to request, review or compare learning outcomes in order to establish articulation. However, the Project Coordinator requested each institution to submit course equivalencies for their online and onsite courses and course outlines were reviewed as necessary. The data collected from the participating colleges and universities was collated and consolidated into the following draft document.

ABT/OA/LEGAL Online/Onsite Course Equivalencies

- The online course number along with the onsite equivalent course number and name is summarized for each of the common ABT/OA/LEGAL onsite and online courses. (Schedule A) These draft documents were circulated to provincial program coordinators for review and feedback.
- The Project Coordinator met with participating provincial coordinators at Kwantlen Polytechnic University on May 1, 2008, to review the recommendations previously circulated to all institutions.
- The recommendations were approved and/or revisions suggested to the Project Coordinator.
- Revisions were made to the original document by the Project Coordinator.

Recommended Transfer Pathways

By motion duly made, seconded and carried unanimously, the attached ABT/OA/LEGAL Transfer Guidelines were approved by the provincial coordinators at their annual meeting in November 2008.

Maintaining Currency: A process for revisions

At the November 2008 articulation meeting held at Vancouver Community College in Vancouver, the provincial coordinators adopted the following as a method to be used to maintain currency of the Transfer Guide database for onsite courses

1. At the annual October/November meeting of the provincial coordinators a Course Review Committee will be established. This committee is to be comprised of a group of faculty (not necessarily drawn from the coordinator group) that reflects the various disciplines within ABT/OA.
2. The Review Committee will call on the colleges and universities to submit for review and consideration for addition to the database any new courses created at individual colleges and universities during the past year. The Review Committee will also request that colleges and universities review the database of courses and advise the Review Committee of any courses that have, since the last update, been removed from the offering of any individual college or university.
3. The Review Committee will examine new courses and compare them to existing categories to determine if they are substantially the same as other courses in the group. If so, they will recommend the addition of the course to the database; if not, they may create a new category in order to add the course to the database.
4. The Review Committee recommendations will be presented for discussion at the annual Articulation Meeting in May of each year.
5. The Review Committee will recommend any additions/deletions to the provincial coordinators (Business Educators' Articulation Committee).

6. The provincial coordinators will adopt the recommended revisions for implementation and addition to the database at the annual October/November meeting.
7. The Provincial Chairperson will submit a report on approved updates to the B.C. Council for Admissions and Transfer subsequent to the October/November meeting.

Courses offered online through BCcampus are common to all, therefore, maintaining currency of the BCcampus-ABT/OA/LEGAL Transfer Guide will be limited to revising course numbers for the online courses when deemed necessary from time to time by individual colleges and universities and/or any changes in onsite articulation that results in a decision by any college or university that the online course can no longer be considered equivalent. In these instances the above process will be applied.

Course

Transfer

Recommendations

Preamble

Students will receive transfer credit for courses listed as equivalent in these tables.

The minimum passing grade for transfer is that which is defined by the receiving institution. Courses, which are being transferred, **may** need to have been completed within the two years immediately prior to the application for transfer credit.

Communications for the Law Office Course Transfer Recommendations

Generic Course Name:		Communications for the Law Office		
Common Learning Outcomes:		Using law firm examples: <ul style="list-style-type: none"> • Apply the fundamental principles of spelling, word usage, grammar, punctuation and style necessary for written communication • Apply proofreading and editing skills • Apply techniques for effective correspondence • Analyze written communication to ensure grammatically correct writing 		
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University	Communications for the Legal Administrative Assistant	CMNS 159	Business English	ABTO 120
College of New Caledonia	Business Communications	ABTE 074	Business English	ABTC 075
College of the Rockies	Business Communications	OFAD 133	Business Communications I	OEAD 133
Douglas College			Business English	OADM 1107
North Island College			Business English	ABT 148
Northern Lights College	Business English	ABTC 165	Business Communications	ABTO 165
Okanagan College	Communications	OADM 110	Business English	EABT 110
Thompson Rivers University	Business Communications	ABTS 130	Business Communications I	ABTS 130
Vancouver Community College			Business English	ABUT 1006
Vancouver Island University	Business English	ABTP 130		

Computer Applications in the Legal Office Course Transfer Recommendations

Generic Course Name:		Computer Applications in the Legal Office		
Common Learning Outcomes:		<p>At an advanced level:</p> <ul style="list-style-type: none"> • Apply and use a variety of resources and methods to learn computer system and application programs • Communicate a basic knowledge of computer hardware and software. • Establish an appropriate records management system • Identify and select appropriate software applications and use them efficiently and effectively to create legal documents • Apply current document formatting standards to produce legal documents • Critique and edit your own work • Troubleshoot and resolve basic operational problems 		
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University	Computer Applications in the Legal Office	LGST 122		

Conveyancing and Mortgage Procedures Course Transfer Recommendations

Generic Course Name:		Conveyancing and Mortgage Procedures		
Common Learning Outcomes:		<ul style="list-style-type: none"> • Discuss the Land Title Registry System in BC • Prepare documents and correspondence required in a BC conveyance and mortgage • Understand and prepare statements of adjustments, trust accounts and statements • Recognize various types of taxes and how they are assessed • Recognize and explain conveyance terminology • Identify potential problems in a conveyance • Describe the process of electronic filing 		
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University	Basic Conveyance and Mortgage Procedures	LGST 112	Conveyancing Procedures I and Conveyancing Procedures II	LGAO 145 LGAO 150
College of New Caledonia			Conveyancing Procedures I and Conveyancing Procedures II	ABTL 070 ABTO 080
College of the Rockies			Conveyancing Procedures I and Conveyancing Procedures II	OFAD 196 OFAD 296
Douglas College	Legal Office Procedures – Conveyancing	OADM 1328	Conveyancing Procedures I and Conveyancing Procedures II	OADM 1435 OADM 1436
North Island College			Conveyancing Procedures I and Conveyancing Procedures II	ABT 175 ABT 176
Northern Lights College			Conveyancing Procedures I and Conveyancing Procedures II	ABTL 142 ABTL 143
Okanagan College	Introduction to Conveyancing	LSEC 140	Conveyancing Procedures I	ELAA 140
Thompson Rivers University			Conveyancing Procedures I and Conveyancing Procedures II	LEGA 108 LEGA 109
Vancouver Community College	Conveyancing	OADM 1451	Conveyancing Procedures I and Conveyancing Procedures II	LGAP 1104 LGAP 1204
Vancouver Island University	Conveyancing	ABTP 164T	Conveyancing Procedures I and Conveyancing Procedures II	ABTO 176T and ABTO 177T

Corporate Procedures - Basic Course Transfer Recommendations

Generic Course Name:		Corporate Procedures		
Common Learning Outcomes:		<ul style="list-style-type: none"> • Prepare incorporation and post-incorporation documents for a BC Company • Prepare routine filings required by the Registrar of Companies • Prepare various directors and shareholders resolutions • Set up and maintain a Corporate Records Book • Use knowledge of the BC Business Corporations Act • Acquire introductory knowledge of Sole Proprietorships, General Partnerships, Limited Partnerships, Reporting Companies and Extra-Provincial Companies 		
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University	Basic Corporate Procedures	LGST 110	Corporate Procedures I	LGAO 140
Vancouver Island University	Corporate	ABTP 165T	Corporate Procedures I	ABTO 178T

Corporate Procedures Course Transfer Recommendations

Generic Course Name:		Corporate Procedures		
Common Learning Outcomes:		<ul style="list-style-type: none"> • Prepare incorporation and post-incorporation documents for a BC Company • Prepare routine filings required by the Registrar of Companies • Prepare various directors and shareholders resolutions • Set up and maintain a Corporate Records Book • Use knowledge of the BC Business Corporations Act • Acquire Introductory knowledge of Sole Proprietorships, General Partnerships, Limited Partnerships, Reporting Companies and Extra-Provincial Companies 		
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
College of New Caledonia			Corporate Procedures I And Corporate Procedures II	ABTL 060 ABTO 065
College of the Rockies			Corporate Procedures I And Corporate Procedures II	OFAD 192 OFAD 196
Douglas College			Corporate Procedures I and Corporate procedures II	OADM 1438 OADM 1439
North Island College			Corporate Procedures I and Corporate Procedures II	ABY 177 ABT 178
Northern Lights College			Corporate Procedures I and Corporate Procedures II	ABTL 145 ABTL 146
Okanagan College	Corporate Law	LSEC 152	Corporate Procedures I and Corporate Procedures II	ELAA 152 ELAA 153
Thompson Rivers University			Corporate Procedures I and Corporate Procedures II	LEGA 106 LEGA 107
Vancouver Community College	Corporate Law	OADM 1452	Corporate Procedures I and Corporate Procedures II	LGAP 1105 LGAP 1205
Vancouver Island University			Corporate Procedures I and Corporate Procedures II	ABTO 178T ABTO 179T

Family Law Procedures Course Transfer Recommendations

Generic Course Name:		Communications II		
Common Learning Outcomes:		<ul style="list-style-type: none"> • Analyze the jurisdiction of federal and provincial family law legislation • Use and integrate the essential elements of a divorce action to prepare divorce documents • Identify the Rules of Court that apply to divorce proceedings • Identify and apply the rules for calculating child support payments • Examine and analyze specific contracts such as marriage and separation agreements 		
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University	Family Law Litigation Procedures	LGST 108	Family Litigation Procedures	LGAO 135
College of New Caledonia			Family Litigation Procedures	AGBL 050
College of the Rockies			Family Litigation Procedures	OFAD 194
Douglas College			Family Litigation Procedures	OADM 1434
North Island College			Family Litigation Procedures	ABT 174
Northern Lights College			Family Litigation Procedures	ABTL 136
Okanagan College	Family Law	LSEC 112	Family Litigation Procedures	ELAA 112
Thompson Rivers University			Family Litigation Procedures	LEGA 105
Vancouver Community College	Family Law	OADM 1453	Family Litigation Procedures	LGAP 1101
Vancouver Island University	Family Law and Divorce	ABTP 162T	Family Litigation Procedures	ABTO 174T

Introduction to the Canadian Legal System Course Transfer Recommendations

Generic Course Name:	Introduction to the Canadian Legal System			
Common Learning Outcomes:	<ul style="list-style-type: none"> • Identify the hierarchy and structure of the Canadian and BC Courts • Understand the importance of the Canadian Constitution and Charter of Rights • Identify federal and provincial jurisdiction • Apply basic principles of contract, criminal and tort law • Identify the roles of judges and lawyers • Understand and apply the ethical duties imposed by the Law Society 			
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University	Introduction to the Canadian Legal System	LGST 116	Introduction to the Canadian Legal System	LGAO 100
College of New Caledonia			Introduction to the Canadian Legal System	ABTL 010
College of the Rockies			Introduction to the Canadian Legal System	OFAD 191
Douglas College			Introduction to the Canadian Legal System	OADM 1431
North Island College			Introduction to the Canadian Legal System	ABT 170
Northern Lights College			Introduction to the Canadian Legal System	ABTL 132
Okanagan College			Introduction to the Canadian Legal System	ELAA 105
Thompson Rivers University			Introduction to the Canadian Legal System	LEGA 101
Vancouver Community College			Introduction to the Canadian Legal System	ABUT 1103
Vancouver Island University			Introduction to the Canadian Legal System	ABTO 170T

Legal Document Formatting Course Transfer Recommendations

Generic Course Name:		Legal Document Formatting		
Common Learning Outcomes:		<ul style="list-style-type: none"> • Apply and use a variety of resources and methods to learn computer system and application programs • Communicate a basic knowledge of computer hardware and software • Establish an appropriate records management system • Identify and select appropriate software applications and use them efficiently and effectively to create legal documents • Apply current document formatting standards to produce legal documents • Critique and edit your own work • Troubleshoot and resolve basic operational problems 		
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University	Legal Document Formatting	LGST 123		

Legal Document Transcription Course Transfer Recommendations

Generic Course Name:		Legal Document Transcription		
Common Learning Outcomes:		<ul style="list-style-type: none"> • Operate a Sony transcribing unit • Type in proper form, from tapes, complex legal papers, documents and forms • Use legal terminology, procedures and conventions with regard to various specialized areas of law • Keep an up-to-date legal precedent manual • Use legal precedents quickly and effectively • Proofread own work • Work independently • Progress from the base typing speed to higher stroking levels • Establish keyboarding response patterns through repetitive practice on legal terminology in both typed and handwritten form • Be familiar with common branches of legal work through a variety of typewriting production assessments 		
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University	Legal Document Transcription	LGST 130		

Legal Office Procedures Course Transfer Recommendations

Generic Course Name:		Legal Office Procedures		
Common Learning Outcomes:		<ul style="list-style-type: none"> • Cite cases and statutes • Prepare time records • Prepare documentation and correspondence for billing purposes • Apply legal vocabulary • Create a file for use in a law office • Apply the rules of ethics particular to lawyers 		
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University			Legal Office Procedures	LGAO 115
College of New Caledonia			Legal Office Procedures	ABTL 020
College of the Rockies			Legal Office Procedures	OFAD 190
Douglas College			Legal Office Procedures	OADM 1430
North Island College			Legal Office Procedures	ABT 171
Northern Lights College			Legal Office Procedures	ABTO 131
Okanagan College	Solicitor Legal Office Procedures	LSEC 145	Legal Office Procedures	ELAA 106
Thompson Rivers University			Legal Office Procedures	LEGA 102
Vancouver Community College	Legal Office Procedures	OADM 1450	Legal Office Procedures	LGAP 1102
Vancouver Island University	Legal Office Procedures	ABTP 160T	Legal Office Procedures	ABTO 171T

Litigation Procedures Course Transfer Recommendations

Generic Course Name:		Litigation Procedures		
Common Learning Outcomes:		<ul style="list-style-type: none"> • Describe and understand each stage in a civil litigation proceeding from commencement • Identify the relevant Rules of Court and required court forms for use in the Supreme Court of BC • Understand and apply the Rules of Court • Identify relevant time frames imposed by the Rules of Court • Prepare documentation and correspondence relevant to a proceeding in the Supreme Court of BC 		
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University	Basic Litigation Procedures	LGST 109	Litigation Procedures I and Litigation Procedures II	LGAO 125 LGAO 130
College of New Caledonia			Litigation Procedures I and Litigation Procedures II	ABTL 030 ABTL 040
College of the Rockies			Litigation Procedures I and Litigation Procedures II	OFAD 193 OFAD 293
Douglas College			Litigation Procedures I and Litigation Procedures II	OADM 1432 OADM 1433
North Island College			Litigation Procedures I and Litigation Procedures II	ABT 172 ABT 173
Northern Lights College			Litigation Procedures I and Litigation Procedures II	ABTL 134 ABTL 135
Okanagan College	Introduction to Law and Litigation and Advanced Litigation	LSEC 100 LSEC 101	Litigation Procedures I And Litigation Procedures II	ELAA 100 ELAA 101
Thompson Rivers University			Litigation Procedures I and Litigation Procedures II	LEGA 103 LEGA 104
Vancouver Community College	Litigation	OADM 1454	Litigation Procedures I and Litigation Procedures II	LGAP 1100 LGAP 1200
Vancouver Island University	Civil Litigation	ABTP 161T	Litigation Procedures I and Litigation Procedures II	ABTO 172T ABTO 173T

Organizational Behaviour Course Transfer Recommendations

Generic Course Name:	Organizational Behaviour			
Common Learning Outcomes:	<ul style="list-style-type: none"> • Develop and label in template form a challenging communication conversation • Develop consensus-built decisions using team collaboration in cases/class activities • Identify six power tactics and describe how and why they are used in business • Use a systematic personality model in personal/business encounters • Recognize theories of perception and motivation to explain individual behaviour • Apply the relevant OB theories to scenario examples on exam questions/activities • Define/engage in team behaviour and activities to deliver a shared group project • Transition from an individual to a team member by showing team behaviours • Define/manage key tasks, group needs and conflict to accomplish group project • Offer descriptive feedback, evaluate peer performance and receive feedback • Link group concepts and high-performance teams to produce an effective group project • Conduct a small group, in-class consensus-building scenario 			
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University	Organizational Behaviour	LGST 124		

Personal Injury Course Transfer Recommendations

Generic Course Name:		Personal Injury		
Common Learning Outcomes:		<ul style="list-style-type: none"> • Utilize citation rules by preparing citations for statute law and case law • Conduct law library research • Prepare documents and correspondence using the Court Order Enforcement Act, the Small Claims Act and for foreclosure actions • Develop transcription, writing and group project skills 		
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University			Personal Injury	LGAO 165
Northern Lights College			Personal Injury	ABTL 147
Okanagan College	Personal Injury	LSEC 120	Personal Injury	ELAA 120
Vancouver Island University			Personal Injury	ABTO 180T

Securities Procedures Course Transfer Recommendations

Generic Course Name:		Basic Securities Procedures		
Common Learning Outcomes:		<ul style="list-style-type: none"> • Understand securities regulation in Canada with a focus on BC and the BC Securities Commission • Understand registration and prospectus exemptions and prepare basic documents required for private placements of securities • Prepare routine filings required by the BC Securities Commission as part of the continuous disclosure process, such as material change reports; insider reports and annual reports • Conduct searches on SEDAR (System for Electronic Document Analysis and Retrieval) and SEDI (System for Electronic Disclosure by Insiders) and on the BC Securities Commission website 		
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University	Basic Securities Procedures	LGST 126	Corporate Procedures II	LGAO 160
Vancouver Island University			Corporate Procedures II	ABTO 179T

Website Design and Maintenance Course Transfer Recommendations

Generic Course Name:		Managing a Website in a Legal Office		
Common Learning Outcomes:		<ul style="list-style-type: none"> • Understand the process of planning, constructing and testing a Website • Discuss the principles of Website information presentation and viewer interaction • Understand Website navigation options and planning • Apply the principles of Website visual unity, balance and proportion • Write text for a specific Website audience to clearly convey intended message and purpose • Manipulate images and graphics to enhance Website messages and themes as well as improve user interface • Learn Hypertext Markup Language (HTML) to apply formatting and text styles • Troubleshoot Web pages • Understand Website hosting • Upload and download complete sets of Website files to a live server 		
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University			Web Design and Maintenance	ABTO 122
Northern Lights College			Web Design and Maintenance	ABTO 122
Okanagan College	Managing a Web Site in a Legal Office	LSEC 170	Web Design and Maintenance	ELAA 170
Thompson Rivers University			Web Design and Maintenance	ABTS 126
Vancouver Island University			Web Design and Maintenance	ABTO 168T

Wills and Probate Procedures Course Transfer Recommendations

Generic Course Name:		Wills and Probate Procedures		
Common Learning Outcomes:		<ul style="list-style-type: none"> • Illustrate the requirements and prepare and execute a valid will • Apply the applicable legislation and Rules of Court related to a valid will • Apply the principles and prepare the documents required for Probate and Administration of a simple estate • Prepare necessary probate documents 		
College	Onsite Course Name	Onsite Course Number	Online Course Name	Online Course Number
Capilano University	Wills and Probate Procedures	LGST 114	Wills and Estates	LGAO 155
College of New Caledonia			Wills and Estates	ABTL 090
College of the Rockies			Wills and Estates	OFAD 195
Douglas College	Legal Office Procedures – Wills and Estates	OADM 1329	Wills and Estates	OADM 1437
North Island College			Wills and Estates	ABT 179
Northern Lights College			Wills and Estates	ABTL 141
Okanagan College	Wills and Estates	LSEC 160	Wills and Estates	ELAA 160
Thompson Rivers University			Wills and Estates	LEGA 110
Vancouver Community College	Wills and Estates	OADM 1455	Wills and Estates	LGAP 1106
Vancouver Island University	Wills and Estates	ABTP 163T	Wills and Estates	ABTO 174T