RCSE SARTOR/CED #58-1994F 1994F

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DOC.#58

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE:	OUTLINING AND NOTETAKING FOR LAW CLERKS				
CODE NO.:	LAW131 SEMES	STER: 1994F			
OGRAM:	CONTINUING EDUCATION				
INSTRUCTOR:	K. MERRITT				
DATE:	SEPTEMBER 1994 PREVIOUS OF	UTLINE DATED:			
APPROVED:	. X				
	CHAIRPERSON	DATE			
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Kathleen Merritt 1994F LAW131-4 DOC. #58

1. PHILOSOPHY/GOALS:

This course is designed to provide students with the ability to take notes in an abbreviated from during a trial or when interviewing witnesses and to transcribe these notes with accuracy

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will:

- 1. Display various styles of abbreviated words and symbols
- 2. Develop skills in interviewing witnesses
- 3. Draft witness statements or "willsays"

III. TOPICS TO BE COVERED:

Abbreviated Forms of Words Symbols Interviewing Witnesses Witness Statement Law Clerks Role Preparing Witnesses

EVALUATION METHODS:

Attendance	and	Participation	30	8
Tests			70	S

The following grades will be assigned to students in Continuing Education Post-Secondary CREDIT Courses:

A+	90 -	- 1(008	consistently outstanding
A	80 -	- 8	898	Outstanding achievement
в	70 -	- 1	798	Consistently above average achievement
C				Satisfactory or acceptable achievement
				in all areas subject to assessment

R Repeat -- The student has not achieved the objectives of the course and the course must be repeated

VI. REQUIRED STUDENT RESOURCES

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Pad of lined paper without margins Pen