



Grande Prairie Regional College
School of Health, Wellness & Career Studies
Department of Business & Office Administration

COURSE OUTLINE Winter 2018
DEPARTMENT OF OFFICE ADMINISTRATION
OA 1620 A3 Legal Office Administration II 3(3-0-0) 45 Hours

Instructor Flora Stikker

Office E309 or in classroom

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Office

Hours M and Th 5:15 pm – 6pm

Class

Time M and Thu 6 – 7:20 pm, E306

PREREQUISITE(S)/CO REQUISITE(S):

OA 1610

REQUIRED TEXT/RESOURCE MATERIALS:

Reading material is posted for each week on the class website (Moodle).
See also document on helpful resources and materials consulted.

DESCRIPTION:

This course is a continuation of OA1610 in regards to legal-related terminology, correspondence, and preparation of non-court and court documentation. The course provides an introduction to the Canadian legal system, its history, the development and types of laws in Canada, and the Court system that enforces the law. Students will study the process and procedures involved in civil litigation including document management, trial preparation, and collecting judgement. The course is designed to utilize a project-based approach to completing legal activities.

CREDIT/CONTACT HOURS:

3 credits /45 contact hours

DELIVERY MODE(S):

Lecture/Lab

COURSE OUTCOMES:

The primary outcomes of this course

- To gain the knowledge required to function efficiently and effectively in a productive law office environment;
- To develop a basic knowledge of the legal assistant's role in a law office environment as well as ethical duties associated with the position;
- To develop a basic knowledge of the clerical and practical duties required in a law office (including basic billing practices);
- To understand the Canadian legal system as it pertains to Alberta;
- To apply the process and procedures involved in the administration of civil litigation.

LEARNING OBJECTIVES:

Upon successful completion of the course, students should be able to create and manage documents in regards to:

1. client files and forms
2. law office billing practices
3. legal correspondence
4. the preparation of court and non-court documentation
5. the process, procedures, and rules of civil litigation

EVALUATION:

Group Project	15%
Quizzes and Assignments	40%
Professionalism and Participation	15%
Final Exam	30%

Final grades will be assigned on the Letter Grading System.

Quizzes may or may not be announced before class.

Note: Speed, accuracy, as well as proofreading and correction skills will be fundamental in the evaluation of legal documents prepared.

What is Professionalism?

Webster's Dictionary definition of professionalism is, "the conduct, aims, or qualities that characterize or mark a profession or a professional person." Practicing the key concepts listed below will help you to master professionalism and prepare you to work in a law office environment.

The students will demonstrate professionalism and job success skills through:

- **Conduct & Character** – your values, behaviors, and the demeanor in which you perform your daily tasks.
This includes consistent attendance; fulfilling your duties properly, and in a timely manner while respecting the learning of others and projecting a professional image; conducting yourself with integrity: a concept of consistency of actions, values, methods, measures, principles, expectations, and outcomes; striving to be regarded as honest and truthful.
- **Competency & Excellence** — the quality of being outstanding or extremely good at what you do; surpassing ordinary standards; A display of competence indicates sufficiency of knowledge and skills that enable someone to act in a wide variety of situations.
- Ability to complete **work at a high standard or high quality**. Capable and willing to participate in class and in on-line activities and discussion forums with substantive and quality contributions reflecting your knowledge of course content. In order to demonstrate excellence, you must take initiative to go beyond what is required and display a commitment to continually make improvements; exhibit an understanding of your roles and responsibilities and be accountable for them; be committed to problem solving and trouble-shooting, while also aiding those around you.
- **Collaboration & Team work** – the ability to work collaboratively, while demonstrating professional and ethical conduct with classmates and instructors; key elements to this are honesty, time management skills, leadership and good communication skills.

GRADE CONVERSION CHART:

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

STUDENT RESPONSIBILITIES:

To read, understand and comply with GPRC academic policies.

****Note:** all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at

https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

****Note:** all Academic and Administrative policies are available at

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STUDENT RESPONSIBILITIES:

Daily attendance is essential. Attendance will be taken in class. Students are responsible for completing assignments outside of class time when necessary. If you are ill, please e-mail instructor to confirm and have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College Calendar)

Assignments and tests missed will be recorded as zero. Assignments are due on the dates set by the instructor at the beginning of class. No late assignments or rewrites of exams are permitted.

Course Schedule:

Week 1	Introduction and Overview
Week 2	The Canadian Legal System and The Court System in Alberta
Week 3	Different Areas of Law and Law Office Ethics
Week 4	File Opening, Time Management and Billing
Week 5	Legal Office Correspondence
Week 6	Introduction to Civil Litigation
Week 7	Pleadings and Service
Week 8	Winter break
Week 9	Affidavit of Records and Questioning
Week 10	Preparation of Other Legal Documentation and Citation
Week 11	Group Presentations
Week 12	Alternative Dispute Resolution (ADR)
Week 13	Ending Litigation: Judgment and Enforcement
Week 14	Ending Litigation Continued
Week 15	Review and Exam Preparation