



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

COURSE OUTLINE Winter 2020

DEPARTMENT OF OFFICE ADMINISTRATION

OA1620 A3/VC Legal Office Administration II 3(3-0-0) 45 Hours 15 Weeks

Instructor Leah Paslawski

Office in classroom

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Office Hours Upon Request

Class Time Tue. 6 pm – 9 pm, E306

PREREQUISITE(S)/CO REQUISITE(S):

OA 1610

REQUIRED TEXT/RESOURCE MATERIALS:

Bedford, Jennie, *Legal Keys Keyboarding Drills & Terminology*, 4th ed, Tusker International (Creative Works) Ltd, 2017.

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):

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	(outline 5%; presentation 10%)	15%
Assignments		45%
Professionalism and Participation		10%
Final Exam		30%

Final grades will be assigned on the Letter Grading System.

Assigned readings should be read **prior** to class as knowledge gained will be needed for assignments (both in-class and outside of 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	4-point	Percentage	Alpha	4-point	Percentage
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Grade	Equivalent	Guidelines		Grade	Equivalent	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

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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 (Jan. 7)	Introduction and The Canadian Legal System CanLII Primer Part I
Week 2 (Jan. 14)	The Court System in Alberta and Citation CanLII Primer Part II
Week 3 (Jan. 21)	Different Areas of Law and Speaking Effectively (Group Project Sign-Up)
Week 4 (Jan. 28)	File Opening I and In-Class Exercises (bring headphones)
Week 5 (Feb. 4)	Introduction to Civil Litigation
Week 6 (Feb. 11)	Pleadings and Service
Week 7 (Feb. 18)	Winter break – no class - Feb. 18, 2020
Week 8 (Feb. 25)	File Opening II – Group Presentation Outline Due
Week 9 (Mar. 3)	Affidavit of Records and Questioning; In-class Assignment
Week 10 (Mar. 10)	Interlocutory Applications and Other Legal Documentation
Week 11 (Mar. 17)	Courthouse Tour and Reflection Assignment
Week 12 (Mar. 24)	Group Presentations
Week 13 (Mar. 31)	Alternative Dispute Resolution (ADR) Ending Litigation: Judgment and Enforcement, Part I
Week 14 (Apr. 7)	Ending Litigation: Judgment and Enforcement, Part II Exam Review