

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2023

OA1620 (A3): Legal Office Administration II – 3 (3-0-0) 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Leah Paslawski **PHONE:** n/a
OFFICE: KMSC Law Office **E-MAIL:** leahp@kmsc.ca
OFFICE HOURS: By appointment

CALENDAR 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, substantive areas of law in Canada, and the Court system that enforces the law. There is an emphasis of law office ethics throughout the course. The students will study the process and procedures involved in civil litigation including the preparation of pleadings, service of documents, questioning, trial preparation, and collecting on judgment as well as the role of alternative dispute resolution. The course involves both individual and group-based learning to provide a foundation for working in a legal office setting.

PREREQUISITE(S)/COREQUISITE:

OA 1610

REQUIRED TEXT/RESOURCE MATERIALS:

1. Bedford, Jennie, *Legal Keys Keyboarding Drills & Terminology*, 5th ed, Tusker International (Creative Works) Ltd, 2022.

Reading material is posted for each week on the class website (MyClass).

See also document on helpful resources and materials consulted.

DELIVERY MODE(S):

All sessions will take place in the classroom, there will be no remote delivery of the lectures. All quizzes and exams must be written in person.

COURSE OBJECTIVES:

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 OUTCOMES:

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

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

| | |
|--|-----|
| 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 display this important aspect of your working self throughout the semester and during any work experience placement.

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 or online presence; 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 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 troubleshooting, while also aiding those around you.

- **Collaboration & Teamwork** — the ability to work collaboratively, while demonstrating professional and ethical conduct with classmates and instructors.
 - Displaying the best aspects of teamwork and practicing good communication skills.

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

| 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 |

COURSE SCHEDULE/TENTATIVE TIMELINE:

Course Schedule:

| | |
|----------------------|---|
| Week 1 (Jan. 10) | Introduction and The Canadian Legal System CanLII Primer Part I |
| Week 2 (Jan. 17) | The Court System in Alberta and Citation CanLII Primer Part II |
| Week 3 (Jan. 24) | Different Areas of Law and Speaking Effectively (Group Project Sign-Up) |
| Week 4 (Jan. 31) | File Opening I and In-Class Exercises (bring headphones) |
| Week 5 (Feb. 7) | Introduction to Civil Litigation |
| Week 6 (Feb. 14) | Pleadings and Service |
| Week 7 (Feb. 21) | Winter break – no class - Feb. 21, 2023 |
| Week 8 (Feb. 28) | File Opening II – Group Presentation Outline Due |
| Week 9 (Mar. 7) | Affidavit of Records and Questioning; In-class Assignment |
| Week 10 (Mar. 14) | Interlocutory Applications and Other Legal Documentation |
| Week 11 (Mar. 21) | Courthouse Tour and Reflection Assignment |
| Week 12 (Mar. 28) | Group Presentations |
| Week 13 (Apr. 4) | Alternative Dispute Resolution (ADR) Ending Litigation: Judgment and Enforcement, Part I |
| Week 14 (Apr. 11) | Ending Litigation: Judgment and Enforcement, Part II Exam Review |

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. **Classes will not be recorded, unless there are exceptional circumstances.** More than three (3) missed classes may result in a recommendation of “Debarred from Exam.” (See Polytechnic Calendar).

Assignments and tests missed will be recorded as zero. Assignments are due on the dates and at the time set by the instructor. No late assignments or rewrite of exams are permitted. Plagiarism will not be tolerated.

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

[NWP Policies | Northwestern Polytechnic \(nwpolytech.ca\)](https://www.nwpolytech.ca/policies/index.html)

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Polytechnic Policy on Student Misconduct: Plagiarism and Cheating at <https://www.nwpolytech.ca/about/administration/policies/index.html>

**Note: all Academic and Administrative policies are available on the same page.