



Grande Prairie Regional College

Department: Office Administration

Course Outline –Fall 2010

OA 2310 3(1-0-2) Legal Office Procedures I

T TH 10:00-11:30

Room A312

INSTRUCTOR: Cara Leaf
Office: C411
Office hours by appointment
Phone: 539-2879
Email: cleaf@gprc.a.ca

**CREDIT/
CONTACT HRS:** 3 Credits / 45 Contact Hours

**DELIVERY
MODE:** Lecture/Lab

PREREQUISITE: None

TEXTBOOKS: Edwards, Linda L., *Law Office Skills*. Thomson Delmar Learning, 2003

Bedford, Jennie, *Legal Keys Keyboarding Drills & Terminology*, 2nded, Tusker International Consulting Ltd,2004.

SUPPLIES: memory stick
3 ring binder, min. 2”

**COURSE
DESCRIPTION:** This course will focus on legal-related office procedures, including personal conduct, client/co-worker relations, legal terminology, billing practices and the mechanics of time keeping, opening and organizing files as well as docket control systems. This course will also cover the formatting rules of legal instruments in the areas of wills and estates and introduce concepts of family law. Students will develop familiarity with legal documents set forth in the court

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

| | | |
|-----------------|-----------------|-----|
| GRADING: | Assignments | 25% |
| | Quizzes & Tests | 40% |
| | Professionalism | 5% |
| | Final Exam | 30% |

What is Professionalism?

The students will demonstrate professionalism and job success skills through:

- Regular attendance and punctuality
- Timely completion of work
- Maintaining a high standard of work
- Ability to work both independently and collaboratively
- Participation in class and within groups

Administrative Technology Department

Grading Conversion Chart

| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Designation |
|----------------|--------------------|-----------------------|-----------------------------|
| A ⁺ | 4 | 90 – 100 | EXCELLENT |
| A | 4 | 85 – 89 | |
| A ⁻ | 3.7 | 80 – 84 | FIRST CLASS STANDING |
| B ⁺ | 3.3 | 76 – 79 | |
| B | 3 | 73 – 75 | GOOD |
| B ⁻ | 2.7 | 70 – 72 | |
| C ⁺ | 2.3 | 67 – 69 | SATISFACTORY |
| C | 2 | 64 – 66 | |
| C ⁻ | 1.7 | 60 – 63 | |
| D ⁺ | 1.3 | 55 – 59 | MINIMAL PASS |
| D | 1 | 50 – 54 | |
| F | 0 | 0 – 49 | FAIL |

COURSE POLICY

1. Attendance is required and will be taken at each class. More than 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College Calendar, p. 43)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only exceptional circumstances may assignments be handed in late. Once assignments are marked and returned to the class, under no circumstance will late assignments be accepted.
5. If you miss an in-class or homework assignment/quiz, you receive a zero (0) for that assignment. Some of these assignments/quizzes may be unannounced before the date.
6. Plagiarism will not be tolerated.
7. All major assignments must be completed in order to complete a course.
8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed and check Blackboard for lecture notes.

Study Partners' Name _____

Study Partner's Phone Number _____