



**Grande Prairie Regional College  
Administrative Technology Department  
Course Outline**

**OA 2310 Legal Office Procedures I  
3 (1-0-2) 45 hours**

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**INSTRUCTOR:** Crista Douglas  
Office: C411  
Office hours by appointment  
Phone: 518-9421  
Email: cdouglas@gprc.ab.ca

**SESSION  
DETAILS:** Fall 2007  
Mondays 5:30-8:20  
Room A301

**DELIVERY  
MODE:** Lecture/Lab

**PREREQUISITE:** None

**TEXTBOOKS:** Edwards, Linda L., *Law Office Skills*, Thomson Delmar Learning, 2003  
Bedford, Jennie, *Legal Keys*, 2<sup>nd</sup> Edition, Tusker International Consulting Ltd., 2004

**SUPPLIES:** 5 disks and disk holder  
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.

<b>GRADING:</b>	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

The following scale will be used to convert course work into a final grade:

<b>Alpha Grade</b>	<b>Percentage Conversion</b>	
A+	90-100	Instructors submit grades to the Registrar's office, which then converts them to a 4-point scale.
A	85-89	
A-	80-84	
B+	76-79	
B	73-75	
B-	70-72	
C+	67-69	
C	64-66	
C-	60-63	
D+	55-59	
D	50-54	
F	0-49	

## **COURSE POLICY**

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. 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.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments 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.

Study Partners' Name \_\_\_\_\_

Study Partner's Phone Number \_\_\_\_\_

# Administrative Technologies

## OA 2310 Legal Office Procedures I

### TENTATIVE TIMELINE

#### September 10- December 10

	<i>Lecture &amp; Activity</i>	<i>Assignment</i>
<b>September</b>		
<b>10<sup>th</sup></b>	Course Outline Ch. 1 “Professionalism”	Ch. 1 Law Office Practice Questions (1-1, 1-2, 1-4, 1-8,)  Legal Keys: P. 33-38
	Ch. 3 “Time Management”	Ch. 3 Law Office Practice Questions (3-4, 3-7, 3-8, 3-10, 3-12) Legal Keys: None
<b>17<sup>th</sup></b>	Ch. 1 & 3 Quiz Ch 4 “Time Keeping & Billing”	Handout Assignment A&B Law Office Practice Questions (4-1, 4-2, 4-4, 4-5, 4-6, 4-7, 4-8, 4-9, 4-10) Legal Keys: P. 39-45
<b>24<sup>th</sup></b>	Ch 4 Quiz Ch 5 “File Management”	Law Office Practice Questions (5-1, 5-2, 5-3) Practical Protocol 2 & 3

## October

<b>1st</b>	Ch 5 Quiz Ch 6 “Document Management”	Law Office Practice Questions (6-1, 6-2, 6-5) Practical Protocol 1 & 3  Legal Keys: P. 52-55
<b>8<sup>th</sup></b>	<b>No Class</b> Thanksgiving Holiday	
<b>15<sup>th</sup></b>	Ch 6 Quiz Ch 8 “Office Politics”  Ch 9 “Human Dynamics”	Law Office Practice Questions (8-2, 8-3, 8-4, 8-5) Practical Protocol 2 a-d  Law Office Practice Questions (9-1, 9-2, 9-3, 9-4, 9-5, 9-6, 9-7, 9-8, 9-9, 9-10, 9-11) Legal Keys: P. 55-64 64-72
<b>22<sup>nd</sup></b>	Ch 8 & 9 Quiz Wills & Estates	Will Definition Worksheet Will Questions Legal Keys: P. 256-259
<b>29th</b>	Preparing a Will, EPA, & PD	Power of Attorney, Personal Directive Affidavit of Execution Legal Keys: P. 259-265

## November

<b>5<sup>th</sup></b>	Role of Executor	Grant of Probate Legal Keys: P. 265-272
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<b>12th</b>	<b>No Class</b> Remembrance Day	
<b>19<sup>th</sup></b>	Settling the Estate	Grant of Probate Notice to Creditors and Claimants Statutory declaration of publication Release of Estate Trustee Legal Keys: P. 272-282
<b>26<sup>th</sup></b>	Family Law	Definition Worksheet Group Case Studies Legal Keys: P. 150-153
<b>3rd</b>	Children & Family Law	Group Case Studies Legal Keys: P. 154-159
<b>December</b>		
<b>10<sup>th</sup></b>	<b>FINAL EXAM</b>	