



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2012

OA 2310 LEGAL PROCEDURES I 3 (1-0-2)

INSTRUCTOR: Cara Leaf

PHONE: 780-814-2433

OFFICE: N/A

E-MAIL: cleaf@gprc.ab.ca

OFFICE

HOURS: By Appointment

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

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

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

REQUIRED COMPUTER HARDWARE:

This course requires students to have access to a computer with Windows 7 or Vista Operating System, high-speed internet access, and a client e-mail account with attachment capabilities.

CALENDAR 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.

GOALS:

- To gain the knowledge required to function effectively in a productive and efficient law office environment
- To develop a basic knowledge of the legal secretary/assistant's clerical and practical duties required in a law office
- To develop and apply the procedures involved in estate planning and in the creation of estate documents
- To develop basic legal knowledge and understanding of family law.

CREDIT/CONTACT HOURS:

3 Credits / 45 Hours

DELIVERY MODE(S):

Internet Delivery using Moodle Software, e-mail, and telephone.

OBJECTIVES:

The student will:

- recognize what it means to dress, act, and behave professionally
- recognize and apply effective phone, voice-mail, and e-mail techniques
- describe the concept of effective time management
- formulate plans to efficiently manage their time
- perform and apply common billing practices and the mechanics of law office time keeping
- illustrate the mechanics of effective file management
- recognize, evaluate, and justify the realities of office politics
- recognize, evaluate, and apply methods to work effectively with “challenging” clients, attorneys, and colleagues.
- identify and apply the rules of estate planning and prepare law office documents.
- identify and define the concepts and terminology involved in family law.
- develop expertise in keying legal material – improving keying skills in both speed and accuracy

TRANSFERABILITY:

**** 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.**

GRADING CRITERIA:

Assignments	25%
Quizzes & Tests	40%
Professionalism	5%
Final Exam	30%

What is Professionalism?

The students will demonstrate professionalism and job success skills through:

- Timely completion of work
- Maintaining a high standard of work
- Ability to work both independently and collaboratively

EXAMINATIONS:

There will be a chapter quiz after each chapter and a final exam scheduled upon completion of all chapter work.

STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Provided on course home page