GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

A. Nerbas
F.91

OA 231 - LEGAL OFFICE PROCEDURES I

TEXT: Course Notes, "Legal Office Procedures I"
Basic Canadian Legal Terminology", J. Steven Williams, LL.B.

PREREQUISITE: Advanced standing as required by the College, or permission of the instructor.

COURSE DESCRIPTION: Concentrates on procedures in the legal office and the secretarial duties related thereto. Instruction and practice on transcription and preparation of legal documents, instruments, and correspondence, with an introduction to civil litigation.

COURSE OBJECTIVES: Students will identify and apply manual and automated techniques to complete legal-related office operations. These are to be compiled in a working manual of precedents and aids.

COURSE CONTENT: An introduction to legal-related office procedures including personal conduct, client/co-worker relations, the court system, filing, billing, legal terminology, correspondence, and preparation of non-court and court documentation.

GRADING:

Assignments and Quizzes	40%
Precedent Manual	30%
Final Exam	30%

FALL 1991