



# Grande Prairie Regional College

**Department: Office Administration**

COURSE OUTLINE – WINTER 2010

OA 2320 A3 3(1-0-2)

Legal Office Procedures II

M 4:30-7:20 A312

**Instructor** Cara Leaf

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**Office** C411

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**Office** T TH 8:30-9:50

**Hours** W 11:30-12:50

(or by appointment)

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**Prerequisite(s)/co requisite(s):**

OA 2310

**Required Text/Resource Materials:**

No text required

**Description:**

This course is a continuation of OA 2310 in regards to legal-related terminology, correspondence, and preparation of non-court and court documentation.

The students will have knowledge of the requirements and the process and procedures involved in small debt claims, or civil claims, including document preparation, trial, and collecting judgment.

The course is designed to utilize a project-based approach to completing legal activities

**Credit/Contact Hours:**

3 credits /45 contact hours

**Delivery Mode(s):**

Lecture/Lab

**Objectives:**

The objective of this course is for students to have an understanding of the workings of a law office in regards to:

1. client files & forms
2. law office billing practices
3. legal correspondence
4. the process of civil litigation

**Grading Criteria:**

Projects	35%
Quizzes & Tests	25%
Professionalism	10%
Final Exam	30%

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department**

**Grading Conversion Chart**

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

### Course Schedule/Tentative Timeline:

<u>Week</u>	<u>Topic</u>	<u>Weekly Assignment</u>
Week 1	Course Outlines; A Career in Law & Introduction to the legal system	Project 1
Week 2	Preparation of legal documents	Project 2
Week 3	Legal office procedures	Project 3
Week 4	Legal office billing	Project 4
Week 5	Affidavits & other legal documentation	Project 5
Week 6	Introduction to civil litigation	Project 6
Week 7	Statement of Claim	Project 7
Week 8	Service of Documents	Project 8
Week 9	Working for the defendant	Project 9
Week 10	Ending litigation; Discovery & judgment	Project 10
Week 11	Alternatives to court action	Project 11
Week 12	Final Project	Final Project
<b>Week 13</b>	<b>FINAL EXAM</b>	<b>FINAL EXAM</b>

### Examinations:

Quizzes may or may not be announced beforehand.

### Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services.

**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)
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 the 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 \_\_\_\_\_