



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2012

OA 2320 A3 Legal Office Procedures II 3(1-0-2)

**Instructor** Cara Leaf

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**Office Hours** M W F 9:00-10:00  
(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 study the requirements, the process, and procedures involved in small debt claims, or civil claims, including document preparation, trial, and collecting judgment.

The students will also have knowledge of the requirements under the Wills Act for preparing a valid Will, and the application of the requirements in preparing a simple Will, including a Personal Directive and Power of Attorney; the process of testacy and intestacy matters, including the administration of an estate from the time of death to completion of all matters in the administration of the estate

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 preparation of court and non-court documentation
5. the process, procedures, and rules of civil litigation

**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

**EVALUATION:**

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

Grades will be assigned on the Letter Grading System

## GRADING CRITERIA:

### 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	77 – 79	
B	3	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
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	Legal Office Correspondence	Project 2
Week 3	Preparation of Legal Documents	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	<b>Winter Break</b>	
Week 9	Service of Documents	Project 8
Week 10	Working for the defendant	Project 9
Week 11	Ending litigation; Discovery & judgment	Project 10
Week 12	Alternatives to court action	Project 11
Week 13	Final Project	Final Project
<b>Week 14</b>	<b>FINAL EXAM</b>	<b>FINAL EXAM</b>

Quizzes may or may not be announced beforehand.

**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 \_\_\_\_\_