



Grande Prairie Regional College
Department: Office Administration

COURSE OUTLINE
OA 2320 3(0-0-3)
Legal Office Procedures II

Instructor Cara Leaf

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Office

Hours by appointment

Prerequisite(s)/co requisite(s):

OA 2310

Required Text/Resource Materials:

Winterstein M. Louise, *Procedures for the Canadian Legal Office*, 7th ed. Nelson Education Ltd., 2009

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

COMPUTER HARDWARE:

This course requires students to have access to a computer with Windows 7 or Vista Operating System, Microsoft Office 2007 or 2010, high-speed internet access, and a client e-mail account with attachment capabilities.

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. Students will open, complete, and format Alberta Court Forms.

Credit/Contact Hours:

3 credits /45 contact hours

Delivery Mode(s):

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

Goals:

- To gain the knowledge required to function effectively in a productive and efficient law office environment
- To put into the practice the legal assistant's clerical and practical duties required in a law office in regards to court and non-court document creation and formatting
- To develop basic legal knowledge and understanding of civil litigation terminology
- To develop and apply the procedures involved in civil litigation and in the creation of pleadings

Objectives:

Specific objects are provided with each project on the Moodle Course Page

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:

Quizzes & Tests	35%
Midterm	25%
Professionalism	10%
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

Grades will be assigned on the Letter Grading System.

Office Administration Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4	90 – 100	EXCELLENT
A	4	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	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&4	Preparation of Legal Documents	Project 3
Week 5	Legal Office billing	Project 4
Week 6	Affidavits & other legal documentation	Project 5
Week 7	Introduction to civil litigation	Project 6
Week 8	Statement of Claim	Project 7
Week 9	Service of Documents	Project 8
Week 10 & 11	Working for the Defendant	Project 9
Week 12	Ending litigation;	Project 10
Week 13	Discovery & judgment	Project 11
Week 14	FINAL EXAM	FINAL EXAM

Examinations:

Quizzes may or may not be announced beforehand.

Statement on Plagiarism:

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