



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2015

OA 2320 A3 Legal Office Procedures II 3(1-0-2) 45 Hours

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Office T Th 10:00-11:30

Hours F 11:30-12:30

(or by appointment)

PREREQUISITE(S)/CO REQUISITE(S):

OA 2310

REQUIRED TEXT/RESOURCE MATERIALS:

No text required

DESCRIPTION:

This course is a continuation of OA2310 in regards to legal-related terminology, correspondence, and preparation of non-court and court documentation. The course provides an introduction to the Canadian legal system, its history, the development and types of laws in Canada, and the Court system that enforces the law. The students will student the process and procedures involved in civil litigation including document management, trial preparation, 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 objectives of this course are for students to have an understanding of the workings of a law office and the ability to create and manage documents 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 ⁺	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

STUDENT RESPONSIBILITIES:

Daily attendance is essential! Students are responsible for completing assignments outside of class time when necessary. If you are ill, please have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College Calendar)

Assignments and tests missed will be recorded as zero. Assignments are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed

STATEMENT ON PLAGIARISM AND STUDENT CONDUCT

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

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	Winter Break Statement of Claim	Project 7
Week 8		
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
Week 14	FINAL EXAM	FINAL EXAM

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 _____