

W.99

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION**

OA 2390: FAMILY LAW PROCEDURES

COURSE OUTLINE

- INSTRUCTOR:** Cindy Gerritsen
Office: C-408
Office Phone Number: 539-2002
- TEXT:** Instructor-prepared Course Notes and Precedents, with Student Data Disk.
- Alberta Rules of Court.
- Black's Law Dictionary*, Abridged 6th Edition, West Publishing Co.
- PREREQUISITE:** OA 2310 & OA 2320
- COURSE DESCRIPTION:** This course will introduce students to the process of separation, including separation agreements, minutes of settlement, and the process of Divorce in Alberta, including the statute that governs divorce in Canada, the *Divorce Act*. They will be familiar with the process and procedures, from the opening of the file to completion of the action, for a Desk Divorce and for a contested Divorce.
- Students will also have an understanding of the Federal Child Support Guidelines and how the amount for child support is calculated, the interlocutory applications for child support during a divorce and after divorce.
- Finally, students will understand and be able to apply the procedures and process when preparing applications for a step-parent adoptions and an agency adoption.

**COURSE
OBJECTIVES:**

The student will:

1. be able to apply the requirements provided in the *Divorce Act* and the *Child Welfare Act*;
2. be able to understand and prepare all documents and follow all administrative procedures, required for the following: a desk divorce and a contested divorce; a step-parent adoption and agency adoption; interlocutory applications for child support during and after divorce;
3. understand and be able to apply the Surrogate Rules governing dependent adult applications;
4. understand and apply the procedures set out in the Alberta Rules of Court;
5. apply standard records management procedures when classifying, organizing, storing and retrieving electronic files;
6. continue to build on the precedent manual started in Legal Office Procedures I & II, by including all assignments, error-free.

GRADING:

Your final mark will be determined as follows:

1.	Records Management	5%
2.	Production Assignments	20%
3.	Theory Exams	15%
4.	Production Exams	15%
5.	Precedent Manual	15%
6.	Final Production Project	<u>30%</u>
		<u>100%</u>

Records Management is graded as follows:

1. At the beginning of each theory and production exam, you will have to hand in your student data disk containing all assignments completed for that module, as well as your file register, and your client index box.

2. I will choose three assignments prior to the class, that I will search for on your disks. Each assignment is worth a total of 10 marks.
3. If I cannot find it within 20 seconds, you will receive a grade of zero (0) for that assignment. If I can find it, you will receive a 10/10.
4. If I happen to come across an assignment that is not to be saved, e.g., a new client report, 1 mark will be deducted for each document.
5. Your client index box must contain index cards for new clients for that module. I will choose 3-5 clients prior to the class, that I will search for in your index box. Each will be worth 5 total marks. If I cannot find it within 20 seconds, you will receive a grade of zero (0) for that assignment. If I can find it, you will receive a 5/5.

Marking of Assignments and Production Exams is as follows:

1. Each page of each assignment is worth a total of 10 marks.
2. An original submission with no errors will receive a mark of 10 per page. If there are any errors, even one, it will be returned, with no mark, for it to be redone.

Upon the second and last submission, if there are no errors, a mark of 7 is assigned. If it still contains errors, the grade can range from 0-6, depending on the deductions received.

3. Deductions are as follows:

(a)	Failure to submit assignment (each page)	10
(b)	Failure to include part of a document e.g., Backer; Affidavit of Execution	5
(c)	Calculation errors	5
(d)	Spelling and proofreading errors	3
(e)	Formatting error	3
(f)	Omission of necessary information	3
(g)	Failure to follow specific instructions	3

Final Production Project:

1. The Final Production Project is a comprehensive production exam, covering all major documents covered in the course. Students will complete the project during class time only. Student disk and materials will not leave the classroom.

2. Students can use any class notes, precedents, etc., in completing the assignment. However, they cannot ask a question of another student or of myself.
3. Duration of the exam will be approximately 10 hours.

ATTENDANCE:

Daily attendance is essential for successful completion. To ensure appropriate feedback on assignments, they must be handed in on time.

Late or missed assignments are deducted 3 marks per page, for each day late, including weekends and holidays. **This will be strictly enforced.**

SUPPLIES:

Two 3½" formatted disks
Precedent Manual from LOP I & II
Client Index Box from LOP I & II
One binder for class materials and notes
5 legal sized file folders

**OA 2390 FAMILY LAW PROCEDURES
COURSE OUTLINE ADDENDUM
LEARNING OUTCOMES**
in accordance with
CANADA COUNCIL'S CRITICAL EMPLOYABILITY SKILLS

Preamble

A review of Canada Council's Critical Employability Skills has produced a set of 22 learning outcomes. In order to enhance the probability that employability skills will be given the emphasis they deserve in this course, these learning outcomes are being included as part of the course outline.

Learning Outcome	Evidence for Employability Skill Portfolio	C=Skill learned in content P= Skill is practised A= Skill is assessed	Assessment
Utilize active listening skills to accurately condense and record verbal information, instructions, & ideas.	Correctly completed, error-free assignments.	C P A	Precedent Manual: a collection of all error-free assignments completed during the course.
Select, apply, and adapt computer software tools such as word processing, to business related tasks	Any error-free legal document prepared	C P A	Precedent Manual: a collection of all error-free assignments completed during the course.

Learning Outcome	Evidence for Employability Skill Portfolio	C= Skill learned in content P= Skill is practised A= Skill is assessed	Assessment
Define and solve problems, both independently and in teams, using a variety of creative problem-solving approaches	Samples of documents prepared in completing the final project.	C P A	Final grade on the final project as indicated on Mark Sheet: all error-free documents.
Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.	All assignments contain the correct path and filename. Printout of directories.	P A	Easy and quick access to files. The 30-second rule is applied when searching for a particular file.
Achieve business standards for efficiency and quality of work.	Initials on error-free assignments.	P A	Documents assessed based on using correct format and producing it error-free.
Locate, select, evaluate, organize, and summarize information, using appropriate resources.	Correctly format and complete error-free assignments.	C P A	Precedent Manual: a collection of all error-free assignments completed during the course.