



# Grande Prairie Regional College

Department: Office Administration

## Course Outline

### OA 2310 EC 3 (1-0-2) Legal Office Procedures I

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**INSTRUCTOR:** Cara Leaf  
Office: C411  
Office hours by appointment  
Please call or e-mail whenever you need assistance or have concerns.  
Phone: 780-539-2879  
Email: cleaf@gprc.a.ca

**CREDIT/  
CONTACT HRS:** 3 Credits / 45 Hours

**DELIVERY  
MODE:** Internet Delivery using Moodle Software, e-mail, and telephone.

**PREREQUISITE:** None

**TEXTBOOKS:** Edwards, Linda L., *Law Office Skills*. Thomson Delmar Learning, 2003

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

**REQUIRED  
COMPUTER HARDWARE:**

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

**COURSE  
DESCRIPTION:** This course will focus on legal-related office procedures, including personal conduct, client/co-worker relations, legal terminology, billing practices and the mechanics of time keeping, opening and

organizing files as well as docket control systems. This course will also cover the formatting rules of legal instruments in the areas of wills and estates and introduce concepts of family law. Students will develop familiarity with legal documents set forth in the court guidelines. Speed, accuracy, as well as proofreading and correction skills will be fundamental in the evaluation of legal documents prepared.

### **GOALS:**

- To gain the knowledge required to function effectively in a productive and efficient law office environment
- To develop a basic knowledge of the legal secretary/assistant's clerical and practical duties required in a law office
- To develop and apply the procedures involved in estate planning and in the creation of estate documents
- To develop basic legal knowledge and understanding of family law.

### **OBJECTIVES:**

The student will:

- understand what it means to dress, act, and behave professionally
- recognize and apply effective phone, voice-mail, and e-mail techniques
- understand the concept of effective time management
- formulate plans to efficiently manage their time
- perform and apply common billing practices and the mechanics of law office time keeping
- illustrate the mechanics of effective file management
- recognize, evaluate, and justify the realities of office politics
- recognize, evaluate, and apply methods to work effectively with "challenging" clients, attorneys, and colleagues.
- understand and apply the rules of estate planning and prepare law office documents.
- demonstrate a basic understanding of the concepts and terminology involved in family law.
- develop expertise in keying legal material – improving keying skills in both speed and accuracy

### **GRADING:**

Assignments	25%
Quizzes & Tests	40%
Professionalism	5%
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

**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

**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.

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