

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

F 92
A. Nerbas

OA 2310 - LEGAL OFFICE PROCEDURES I

TEXT:	Course Notes:	Legal Office Procedures I
PREREQUISITES:	Advanced standing as required by the College, or permission of the instructor.	
COURSE DESCRIPTION:	Concentrates on procedures in the legal office and the secretarial duties related thereto. Instruction and practice on transcription and preparation of legal documents, instruments, and correspondence, with an introduction to civil litigation.	
COURSE OBJECTIVES:	Students will identify and apply manual and automated techniques to complete legal-related office operations. These are to be compiled in a working manual of precedents and aids.	
COURSE CONTENT:	An introduction to legal-related office procedures including personal conduct, client & co-worker relations, the court system, filing, billing, legal terminology, correspondence, and preparation of non-court and court documentation--through a office simulation.	
GRADING:	Assignments	15%
	Precedent Manual	15%
	Quizzes	25%
	Final Exam - Theory	15%
	- Production	30%