

**GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE**

A. Nerbas

F. 94

**OA 2310 - LEGAL OFFICE PROCEDURES I**

- TEXT:** LEGAL OFFICE PROCEDURES I (instructor-prepared package with data disk)
- PREREQUISITE:** Advanced standing as required by the College, or permission of the instructor.
- COURSE DESCRIPTION:** This course focuses on the basics for entry-level employment in a legal office: vocabulary; advanced word processing applications; formats and style rules for correspondence, legal instruments, and court documents; the legal system and personnel; billing and filing procedures. Students compile a manual of document precedents.
- COURSE OBJECTIVES:** Students will analyze tasks and identify appropriate procedures and techniques required to complete legal office applications. They will apply legal vocabulary and rhetoric and produce documentation that is error free. Samples and guides are to be compiled in a manual of precedents and aids.
- GRADING:**
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|-----------------------------------|-----|
| Skill Applications (Modules I-VI) | 5%  |
| Precedent Manual                  | 10% |
| Challenge Exercises               | 30% |
| Final Project                     | 55% |

Not all assignments may be completed within class time. Students are responsible for completing assignments outside of class if necessary. LATE OR MISSED ASSIGNMENTS WILL BE PENALIZED BY GRADE POINT DEDUCTIONS.