

Grande Prairie Regional College

Administrative Technology

Course Outline

OA 2310 Legal Office Procedures I (3)

(1-0-2)

Prerequisite: None

Session Fall 2003
Details: Tuesday 6:00pm – 8:50pm
Room A312

Instructor: Cara Douglas
Office C411
Office Phone 539 -2005
Email cdouglas@gprc.ab.ca
Office Hours by appointment

Text: Legal Office Projects

Supplies: 5 disks and disk holder
3 ring binder, min. 2”

Course

Description: This course is 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.
The course is designed to utilize a project-based approach to completing legal activities

Grading:	Projects	40%
	Quizzes & Tests	20%
	Professionalism	10%
	Final Exam	30%

**Course
Policy**

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College Calendar, p. 33)
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 a 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 _____