

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

F.97

C. Gerritsen

OA2310G LEGAL OFFICE PROCEDURES I

TEXT	LEGAL OFFICE PROCEDURES I (Instructor-prepared package with student data disk).
PREREQUISITES	Successful OA Certificate with overall GPA of 6.0 for single major; if enrolling as part of a double major, a GPA of 7.0; or equivalent experience, training and/or advanced standing as required by the College. A minimum keyboarding speed of 40 wpm is recommended.
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; billing and filing procedures. Students will compile a precedent book.
COURSE OBJECTIVES	<p>Students will:</p> <ul style="list-style-type: none">* use appropriate procedures, techniques, legal vocabulary, and specialized formats to produce documentation that is error free;* demonstrate the ability to produce documentation within time constraints, under pressure, and with minimal supervision;* follow written and oral instructions;* identify and describe procedures related to documentation;* organize and annotate samples and guides in a reference manual. <p>Course materials are written for WP 5.1. WP6.0 for DOS or Microsoft Word may be used, but assistance will be limited and documents must be identified as to which alternative software was used.</p>
GRADING	DAILY ATTENDANCE IS ESSENTIAL FOR SUCCESSFUL COMPLETION. Not all assignments can be completed within class time. Students are responsible for completing assignments outside of class if necessary. LATE OR MISSED ASSIGNMENTS ARE DEDUCTED ONE GRADE POINT FOR EACH DAY (INCLUDING WEEKENDS) PAST DUE.

Skill Applications (Modules 1 - VI)	20%
Challenge Exercises	25%
Precedent Manual	10%
Vocabulary/Theory Quizzes	10%
Final Production Project	35%

Skill Applications (assignments): Remove the assignment sheets from each module (except for Module I) in your Course Notes and staple them in order to the inside left corner of a file folder (the non-tabbed side and top-stapled only).

To be successful on challenge exercises, precedent manual and project, all assignments need to be completed and submitted on time for appropriate feedback.

Assignments will be graded as follows:

* an original submission with no errors = 9; if there are errors, it is returned without a mark. The assignment is redone and if error free, it receives a mark of 7; if it still contains errors, grade could range from 0-6 (see above note re lates and missed assignments).

-3 for each format error; -2 for each typo (same deductions on tests)

Challenge Exercises: Production testing under simulated office conditions. No makeups given to students who are absent. Absent students receive a 0 OR may have the option of adding the weight of that test to the final project percentage.

Final Production Project: A comprehensive document production project covering all learning is given at the end of course content coverage (duration approximately 5 - 10 hours). Students use class time only and materials do not leave the classroom.

Precedent Manual: Must be updated on a regular basis - submitted at semester end. Required sections and contents will be posted. Grade is based on completeness of manual and adherence to instructions.

SUPPLIES: 3 1/2" disk; 3-ring binder (2" minimum); manila file folder, tabbed binder dividers