

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION**

OCT 27 1998

OA 2310: LEGAL OFFICE PROCEDURES I

COURSE OUTLINE

September 3, 1998 - October 21, 1998, 8:00 a.m. - 9:50 a.m.

- INSTRUCTOR:** Cindy Gerritsen
Office: C-408
Office Phone Number: 539-2002
- TEXT:** Instructor-prepared Course Notes and Precedents, with Student Data Disk. (Purchase from Model Office.)
- Alberta Rules of Court.
- Black's Law Dictionary, Abridged 6th Edition, West Publishing Co.
- PREREQUISITE:** None.
- COURSE DESCRIPTION:** This course is an introduction to the Canadian legal system, its history, the development and types of laws in Canada, and the Court system that enforces the law. Students will have an understanding of the organizational structure of a law firm, and the training, duties, and responsibilities of employees of a law firm. Students will have a thorough knowledge and understanding of office procedures within a law firm, including: opening/closing/preparing client files, legal correspondence, and statement of accounts. Also, students will understand and be able to prepare various legal instruments, service requirements and documents, and originating documents. Records and time management will be emphasized, also.

**COURSE
OBJECTIVES:**

The student will:

1. understand the Canadian legal system, its origins, and how it applies today in the creation of new law;
2. understand the two types of laws in Canada and how they are made;
3. learn the "language of the law" or the legal terminology required, to be able to apply it to their work;
4. be able to apply formatting rules and procedures to produce error-free documents;
5. use previously completed assignments and course materials, to determine the correct procedures that need to be followed, when completing new documents;
6. apply standard records management procedures when classifying, organizing, storing and retrieving electronic files;
7. complete a precedent manual containing all assignments, error-free, filed under the correct section.

GRADING:

Your final mark will be determined as follows:

1.	Records Management	5%
2.	Production Assignments	20%
3.	Theory Exams	10%
3.	Production Exams	15%
4.	Precedent Manual	15%
4.	Final Production Project	<u>35%</u>
		<u>100%</u>

Records Management is grades as follows:

1. At the beginning of each theory and production exam, you will have to hand in your student data disk containing all assignments completed for that module, as well as your file register, and your client index box.
2. I will choose three assignments prior to the class, that I will search for on your disks. Each assignment is worth a total of 10 marks.
3. If I cannot find it within 30 seconds, you will receive a grade of zero (0) for that assignment. If I can find it, you will receive a 10/10.
4. If I happen to come across an assignment that is not to be saved, e.g., a new client report, 1 mark will be deducted for each document.
5. Your client index box must contain index cards for new clients for that module. I will choose 5 clients prior to the class, that I will search for in your index box. Each will be worth 5 total marks. If I cannot find it within 30 seconds, you will receive a grade of zero (0) for that assignment. If I can find it, you will receive a 5/5.

Marking of Assignments and Production Exams is as follows:

1. Each page of each assignment is worth a total of 10 marks.
6. An original submission with no errors will receive a mark of 10 per page. If there are any errors, even one, it will be returned, with no mark, for it to be redone.

Upon the second and last submission, if there are no errors, a mark of 7 is assigned. If it still contains errors, the grade can range from 0-6, depending on the deductions received.

7. Deductions are as follows:

(a)	Failure to submit assignment (each page)	10
(b)	Failure to include part of a document	5
	e.g., Backer	
	Affidavit of Execution	
(c)	Calculation errors	5
(d)	Spelling and proofreading errors	3

(e)	Formatting error	3
	e.g., Used left justification instead of full justification	
	Paragraphs not indented 10 spaces/not numbered	
(f)	Omission of necessary information	3
	e.g., Attention or subject lines in letters	
	Special notations	
(g)	Failure to follow specific instructions	3
(h)	Capitalization	2
	e.g., Proper Nouns	
	First word of a sentence	
(i)	Unbalanced top, bottom, side margins	1
	e.g., Visibly off 4 or more spaces or lines	
(g)	Centring visibly off 4 or more spaces or lines	1

Final Project:

1. A comprehensive production exam, covering all major documents covered in the course. Students will complete the project during class time only. Student disk and materials will not leave the classroom.
2. Students can use any class notes, precedents, etc., in completing the assignment. However, they cannot ask a question of another student.
3. Duration of the exam will be approximately 10 hours.

ATTENDANCE:

Daily attendance is essential for successful completion. To ensure appropriate feedback on assignments, they must be handed in on time.

Late or missed assignments are deducted 3 marks per page, for each day late, including weekends and holidays.

SUPPLIES:

Two 3 ½" formatted disks
 One 3-ring binder (2" minimum, 3" best) for precedent manual
 One binder for class materials and notes
 3 file folders
 3" x 5" or 4" x 6" index card box, with 100 white lined index cards
 1 set of alphabetical tabs

**OA 2310 LEGAL OFFICE PROCEDURES I
COURSE OUTLINE ADDENDUM
LEARNING OUTCOMES**
in accordance with
CANADA COUNCIL'S CRITICAL EMPLOYABILITY SKILLS

Preamble

A review of Canada Council's Critical Employability Skills has produced a set of 22 learning outcomes. In order to enhance the probability that employability skills will be given the emphasis they deserve in this course, these learning outcomes are being included as part of the course outline.

Learning Outcome	Evidence for Employability Skill Portfolio	C=Skill learned in content P= Skill is practiced A= Skill is assessed	Assessment
Utilize active listening skills to accurately condense and record verbal information, instructions, & ideas.	Correctly completed, error-free assignments.	C P A	Precedent Manual: a collection of all error-free assignments completed during the course.
Select, apply, and adapt computer software tools such as word processing, to business related tasks	Any error-free legal document prepared	C P A	Precedent Manual: a collection of all error-free assignments completed during the course.

Learning Outcome	Evidence for Employability Skill Portfolio	C=Skill learned in content P= Skill is practiced A= Skill is assessed	Assessment
Define and solve problems, both independently and in teams, using a variety of creative problem-solving approaches	Samples of documents prepared in completing the final project.	C P A	Final grade on the final project as indicated on Mark Sheet; all error-free documents.
Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.	All assignments contain the correct path and filename. Printout of directories.	P A	Easy and quick access to files. The 30-second rule is applied when searching for a particular file.
Achieve business standards for efficiency and quality of work.	Initials on error-free assignments.	P A	Documents assessed based on using correct format and producing it error-free.
Locate, select, evaluate, organize, and summarize information, using appropriate resources.	Correctly format and complete error-free assignments.	C P A	Precedent Manual; a collection of all error-free assignments completed during the course.