

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION

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Grande Prairie  
Regional CollegeCOURSE OUTLINE  
OA 2310: LEGAL OFFICE PROCEDURES I

## INSTRUCTOR:

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## TEXT:

OA 2310 Legal Office Procedures I Course Notes and Precedents.  
Legal Assistant Program Data Disk.  
*Alberta Rules of Court*, including Supplement Binder. (Two binders.)  
*Black's Law Dictionary*, Abridges 6<sup>th</sup> Edition, West Publishing Co.  
Department of Office Administration Formatting Guide  
Sabin, Millar, Sine, and Strashok The Gregg Reference Manual, 5<sup>th</sup>  
Canadian Edition McGraw Hill Ryerson.

## SUPPLIES:

3 disks and disk holder (recommended)  
One 3-ring binder, minimum 2" for precedent manual  
One binder for class materials, notes, and assignments  
3 legal size manila file folders  
4"x 6" index card box, with 100 white index cards (lined or unlined)  
1 set of alphabetical tabs for index card box

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 a thorough knowledge and understanding of office procedures within a law firm including: opening/closing/preparing client files, legal correspondence, and statement of accounts. Students will understand

and be able to prepare various legal instruments. Finally, students will understand and be able to prepare estate planning documents, including Wills, Personal Directives, and Powers of Attorney. Records and time management are also emphasized throughout the course.

## **COURSE OBJECTIVES:**

The student will be able to:

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 law in Canada and how they are made;
3. Learn the "language of the law", or the legal terminology required, so it can then be applied to their work;
4. Be able to apply formatting rules and procedures to produce error-free documents within the deadlines given;
5. Use previously completed assignments and course materials, to determine the correct procedures and formatting requirements that need to be followed, when completing new documents;
6. Apply standard records management procedures when classifying, organizing, storing, and retrieving electronic files (see Formatting Guide);
7. Complete a precedent manual containing all assignments, error-free, filed under the correct section.

## **COURSE CONTENT:**

- ☐ The Lawyer: Education requirements and responsibilities
- ☐ The Legal Assistant: Characteristics, duties, and responsibilities
- ☐ The Law Firm: Hierarchy
- ☐ Preparation of legal correspondence, including special formatting requirements used in law firms

- ☐ Canadian Legal System
- ☐ Common Law and Civil Law Systems
- ☐ Statute Law and Case Law
- ☐ Opening/closing files: procedures and documents prepared
- ☐ Statements of Account: types of billing, procedures to track disbursements and the lawyers time on a client's file
- ☐ Use of citations in legal correspondence
- ☐ Preparation and formatting of legal instruments, including: Release, Notarial Certificate, Affidavit of Execution, Statutory Declaration, and Bill of Sale
- ☐ Preparation, formatting, and execution requirements of valid Wills, Codicils, Personal Directives, and Power of Attorneys

#### **ATTENDANCE:**

**Attendance is mandatory.** If you are ill, you must notify your instructor. More than 3 missed classes will result in a recommendation of being debarred from any exam. On the advice of the instructor and with concurrence of the Department Chair and the Registrar, a student may be disbarred from an examination when attendance requirements are not met. Students debarred from an examination on the basis of attendance will be given a grade of zero on the exam.

#### **GRADING:**

Daily attendance is essential for successful completion of course material.

Late assignments will receive a penalty of -2, per page, for each day late.

Assignments must have a document code in order to receive a grade.

Missed assignments will receive a grade of zero.

If you miss an exam, there are no make-ups. Missed exams MAY be added to the final exam, with permission from the instructor. A missed exam without the instructor's PRIOR knowledge, will receive a grade of zero.

The student is responsible for the maintenance of assignment mark sheets.

Your final mark will be determined as follows:

1.	Records Management	5%
2.	Production Assignments	20%
3.	Theory Exams	10%
4.	Production Exams	20%
5.	Precedent Manual & Client Index Box	10%
6.	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 3-5 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 20 seconds, you will receive a grade of zero (0) for that assignment. If I can find it, you will receive 10/10.
4. Your client index box must contain index cards for all new clients for that module, and are to be error-free. I will choose 3-5 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 20 seconds, you will receive a grade of zero (0) for that assignment. If I can find it, you will receive a 5/5. If I happen to come across a client index card containing errors on it or is misfiled, 1 mark will be deducted for each one found.
5. Your file register must be up-to-date, with no errors. It must be neat and legible. One mark will be deducted for each error, messy whiteout, for example, and illegible text. The file register is marked out of a total of 10.

**Marking of Assignments and Production Exams is as follows:**

1. Each page of each assignment is worth a total of 10 marks.
2. 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, along with a mark sheet for that assignment. The mark sheet **MUST** be handed in with the

second submission to receive a mark of 10 on perfect pages completed on the first submission.

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.

3. 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, proofreading, and capitalization errors	2
(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)	Unbalanced top, bottom, side margins	1
	e.g., Visibly off 4 or more spaces or lines	
(i)	Centring visibly off 4 or more spaces or lines	1

**Final Production 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.
4. The project is marked in the same manner as production assignments and exams.

**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.

<b>Learning Outcome</b>	<b>Evidence for Employability Skill Portfolio</b>	<b>C=Skill learned in content P= Skill is practiced A= Skill is assessed</b>	<b>Assessment</b>
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 are assessed based on using correct format and producing it error-free.