

P. Backer

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 2310 - 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 nwpm 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 and personnel; billing and filing procedures. Students compile a manual of document precedents.

COURSE
OBJECTIVES:

Students will:

- 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.

Course materials are written for WP5.1. 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.

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.

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| Skill Applications (Modules I-VI) | 15% |
| Precedent Manual | 10% |
| Challenge Exercises | 20% |
| Final Vocab/Theory Test | 5% |
| Final Production Project | 50% |

Skill Applications (assignments): Remove the assignment sheets from each module 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). Do not use pocket file folders.

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

Some assignments are Credit/Non-Credit. Graded assignments will be specified: 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 type (same deductions on tests)

Challenge Exercises: Production testing under simulated office conditions (5% each). 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