

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

A. Nerbas
w.93

OA2320 LEGAL OFFICE PROCEDURES II

TEXT: Course Notes: LEGAL OFFICE PROCEDURES II

SUPPLIES: diskette, bond paper, word processing ruler,
3-ring binder, manila file folder

PREREQUISITE: OA2310, Legal Office Procedures I, or permission
of the instructor.

COURSE
DESCRIPTION: Utilizes the knowledge from OA2310 and continues
the study of litigation procedures, as well as
conveyancing, corporate, and estate legal
procedures.

COURSE
OBJECTIVES: The student will be able to:

Prepare documentation from a variety of input,
demonstrating the ability to select and use
appropriate software applications;

Describe and apply the procedures and practices
required to function as a legal assistant in the
basic fields of law;

Spell, define, and use legal terminology;

Complete a legal precedent manual.

GRADING: The final course mark is determined from the
following:

Assignments	15%
Midterm Theory Exam	15%
Precedent Manual	10%
Production Quizzes	30%
Final Exam:	
Theory	10%
Production	20%