

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

OA2320 LEGAL OFFICE PROCEDURES II

**TEXT:** COURSE NOTES, Legal Office Procedures II

**PREREQUISITE:** OA2310, Legal Office Procedures I

**COURSE DESCRIPTION:** Applies the techniques and theory of OA2310; continues the study of civil litigation as well as conveyancing, corporations, and wills/estates.

**COURSE OBJECTIVES:** Students will prepare documentation from a variety of input, demonstrating the ability to select and use appropriate software applications; describe and apply legal office procedures and practices; spell, define, and use legal terminology; and complete a legal precedent manual.

**GRADING:**

Assignments	15%
Quizzes	30%
Precedent Manual	5%
Final Production Project	50%

A professional behaviour assessment will be conducted.

Not all assignments may be completed within class time. Students are responsible for completing assignments outside of class. **LATE OR MISSED ASSIGNMENTS WILL BE PENALIZED BY GRADE POINT DEDUCTIONS.**