

**Grande Prairie Regional College  
Administrative Technology**

**Course Outline  
OA 2320 Legal Office Procedures II**

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**Prerequisite:** None

**Session** Winter 2004  
**Details:** Mondays 6:00 pm - 8:50 pm  
Room A312

**Instructor:** Cara Douglas  
Office C411  
Office Phone 539 -2005  
Email [cdouglas@gprc.ab.ca](mailto:cdouglas@gprc.ab.ca)  
Office Hours by appointment

**Text:** Law Office Skills

**Supplies:** 5 disks and disk holder  
3 ring binder, min. 2”

**Course**

**Description:** This course will focus on applying formatting rules to legal instruments and documents in the areas of Wills, Estates, and Divorce Applications. This course will help you develop familiarity with legal document formats with emphasis on specific requirements for legal documents set forth in court guidelines; to develop speed and accuracy, as well as proofreading and correction skills. This course will also elaborate on the legal-related office procedures introduced in OA 2319, including personal conduct, client/co-worker relations, legal terminology, and correspondence.

**Grading:**

Projects	30%
Quizzes & Tests	20%
Midterm	15%
Professionalism	5%
Final Exam	30%

**Course  
Policy**

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College Calendar, p. 33)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only exceptional circumstances may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before the date.
6. Plagiarism will not be tolerated.
7. All major assignments must be completed in order to complete a course.
8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partners' Name \_\_\_\_\_

Study Partner's Phone Number \_\_\_\_\_