

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

GRANDE PRAIRIE
LIBRARY
REGIONAL COLLEGE

JAN 27 1998

C. Gerritson

OA 2320A - LEGAL OFFICE PROCEDURES II

TEXT: LEGAL OFFICE PROCEDURES II (instructor-prepared package with student data disk).

Alberta Rules of Court.

Student-prepared precedent manual from OA 2310.

PREREQUISITES: Successful completion of OA 2310.

**COURSE
DESCRIPTION:**

This course focuses on applying the techniques and theories covered in OA 2310. The areas of study will include Wills and Estates, Divorce, Civil Litigation, and Conveyancing; the last two areas of law studies are expanded from OA 2310, to include more in-depth study.

Vocabulary and accurate document preparation and application will be stressed in each area of law studied.

COURSE OBJECTIVES: Students will be able to:

1. Prepare documentation with a variety of input.
2. Prepare error-free documents.
3. Use materials, previous assignments, and other reference materials, to determine procedures that need to be followed.
4. Use standard records management procedures when classifying, organizing, storing and retrieving hard copy files.
5. Complete a precedent manual with **ALL** assignments under the **CORRECT** section.

We will be using WordPerfect 6.0 in class.

GRADING: A passing grade is 4.

The final course mark is determined as follows:

Skill Application/Exercises	25%
Exams	15%
Precedent Manual	25%
Final Production Project	<u>35%</u>
	100%

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.

Assignments are graded as follows:

- * an original submission with no errors = 10; 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 0-7,
- * -3 for each format error; -2 for each typo (same deductions for exams).
- * Each page of an assignment will be out of 10 marks. Your final grade will be converted into the 9-point system.

SUPPLIES: 3 1/2" disk; 3-ring binder (2" minimum); 2 manila file folders; tabbed binder dividers.

INSTRUCTOR: Cindy Gerritsen
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COURSE OBJECTIVES

Learning Outcome	Evidence for Employability Skill Portfolio	C=the Skill is learned in Content P=the Skill is practices A=the skill is Assessed	Assessment
Utilize active listening skills to accurately condense and record verbal information, instructions, & ideas.	Correctly completed, error-free assignments.	C P A	Assignments will be marked, with corrections requiring to be made. Precedent Manual: collection of all error-free assignments
Select, apply, and adapt computer software tools such as word processing, to business related tasks	Corporate documentation prepared	C P A	Grade will be assigned to portfolio evidence.
Define and solve problems, both independently and in teams, using a variety of creative problem-solving approaches	Self-assessment on completing final project	C P A	Grade on final project.

<p>Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.</p>	<p>Printout of directories</p>	<p>P A</p>	<p>Easy and quick access to files.</p>
<p>Achieve business standards for efficiency and quality of work.</p>	<p>Initials on error-free assignments</p>	<p>P A</p>	<p>Receipt of a mark of 10 for each page of an assignment</p>
<p>Locate, select, evaluate, organize, and summarize information, using appropriate resources.</p>	<p>Correctly complete, error-free assignments</p>	<p>P A</p>	<p>Assignments will be graded, with errors needing to be corrected.</p>