

Grande Prairie Regional College
Administrative Technology
Course Outline
OA 2320A3
Legal Office Procedures II
(3) (1-0-2) 45 hours

Prerequisite: None

Session Winter 2005
Details: Mondays 6:00 pm - 8:50 pm
Room A312

Instructor: Cara Leaf
Office C411
Office Phone 539 -2005
Email cleaf@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	25%
Quizzes & Tests	40%
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 _____