GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION COURSE OUTLINE

OA2320 LEGAL OFFICE PROCEDURES II

TEXT: Course Notes: Legal Office Procedures II (instructor-prepared package with disk) and student-prepared precedent manual from OA2310

PREREQUISITE: OA2310

COURSE DESCRIPTION: Applies the techniques and theories of OA2310; topics include civil litigation, divorce, conveyancing, incorporation, and wills/estates. Vocabulary and legal office procedures in each area of law are stressed.

COURSE OBJECTIVES: The student will be able to:

Prepare documentation from a variety of input, demonstrating the ability to select and use appropriate WordPerfect 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:

Skill Applications (Modules 7-11)	10%
Quizzes	15%
Precedent Manual	20%
Final Production Project	55%

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. LATE OR MISSED ASSIGNMENTS ARE DEDUCTED ONE GRADE POINT FOR EACH CALENDAR DAY PAST DUE.

Skill Applications (assignments): Remove the assignment sheets from each module in your Course Notes and staple them in order to the inside left corner of a file folder (the non-tabbed side and top-stapled only). Do not use pocket file folders.

To be successful on quizzes, precedent manual, and project, all assignments need to be completed and submitted on time for appropriate feedback.

Some assignments are Credit/Non-Credit. Graded assignments will be specified: an original submission with no errors = 9; 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 0-6 (see above note re lates and missed assignments).

-3 for each format error or not following instructions; -2 for each typo (same deductions on tests)

Quizzes: Each module is tested on the theory and vocabulary studied. These are short answer or multiple-choice quizzes. Absent students receive a 0 OR may have the option of adding the weight of that test to the final project percentage.

Final Production Project: A comprehensive document production project covering all learning is given at the end of the course content coverage (duration approximately 10 classes). Students use class time only and materials do not leave the classroom.

Precedent Manual: Must be updated on a regular basis--submitted at semester end. Required sections and content will be posted. Grade is based on completeness of the manual and adherence to instructions.

SUPPLIES: 3 1/2" backup disk, tabbed binder dividers, manila file folder