



EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division: **Instructional** Effective Date: **September 2004**

B. Department / Program Area: **Commerce & Business Admin/
Office Administration** Revision New Course

If Revision, Section(s) Revised: **C,I,J**

Date of Previous Revision: **2003-02 new course**

Date of Current Revision: **2004-09**

C: **OADM 1218** D: **LEGAL OFFICE PROCEDURES – INTRODUCTION AND CORPORATE LAW** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This course introduces students to the skills and attributes required of and the duties performed by a legal administrative assistant in British Columbia. Students are given an overview of the Canadian and British Columbia legal systems and of referencing the sources of law. Students develop skill in preparing general legal correspondence and documents, in using general legal terminology, and in handling financial and client records. Specialized terminology, procedures, and documentation related to proprietorships, partnerships, and non-reporting companies are covered.		
G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lecture and seminar Number of Contact Hours: (per week / semester for each descriptor) Lecture 2 hours per week Seminar 2 hours per week Number of Weeks per Semester: 15 Weeks X 4 Hours per Week = 60 Hours	H: Course Prerequisites: English 11 with a grade of "C" or better or equivalent and 40 nwpm	
	I: Course Corequisites: OADM 1303 and OADM 1256	
	J: Course for which this Course is a Prerequisite OADM 1326 and OADM 1327 and OADM 1328 and OADM 1329 and OADM 1401.	
	K: Maximum Class Size: 30	
L: PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)		

M: Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. perform in a professional manner the duties of a legal administrative assistant with emphasis on duties related to non-reporting corporations;
2. use legal terminology appropriately;
3. keyboard within given time limits and in correct format from instructions and/or rough draft correspondence, general legal documents, and company law documents
4. proofread and edit legal correspondence and documents;
5. describe and understand the legal systems in British Columbia and Canada;
6. describe and apply procedures and tools used in keeping legal records.
7. describe and differentiate between types of business ownership;
8. follow current non-reporting corporate law procedures, guidelines, and statutes.

N: Course Content:**1. Roles, Professional Behaviours, and Duties of Legal Administrative Assistants.**

- 1.1 Know and apply the specialized skills, knowledge, and character attributes required.
- 1.2 Identify and complete general and corporate records office tasks under supervision.
- 1.3 Practice discreet and ethical behaviours.
- 1.4 Appreciate the expertise, roles, and duties of the members of the legal team within which the legal secretary works.

2. Legal Terminology.

- 2.1 Pronounce, spell, and define.

3. Legal Correspondence and Documents.

- 3.1 Understand content and keyboard letters, memoranda, accounts, general and corporate legal documents.

4. Proofread and Edit Legal Correspondence and Documents.**5. Legal Systems.**

- 5.1 Understand Canada's and British Columbia's systems of justice.
- 5.2 Understand citing sources of law and keyboard citations.

6. Legal Records.

- 6.1 Open, maintain, and close client files.
- 6.2 Understand and use tickler/bring forward systems.
- 6.3 Understand general and trust accounts.
- 6.4 Understand time sheets, receipts, and disbursements.
- 6.5 Calculate fees and disbursements and prepare client accounts.

7. Corporate Law Procedures.

- 7.1 Understand proprietorships and partnerships and handle their formation and dissolution.
- 7.2 Understand non-reporting corporations and handle incorporation, post-incorporation, annual, mid-year, dissolution, and Minute Book procedures.

<p>O: Methods of Instruction</p> <p>The emphasis throughout this course will be on active learning. Learning activities will simulate the procedures and tasks carried on in a legal office. Both learning activities and evaluations will be structured to stress problem solving, accuracy, and working within time constraints. The instructor will use short lectures, learning assignments, cases, and modeling to introduce new procedures and formats.</p> <p>P: Textbooks and Materials to be Purchased by Students</p> <p>Paige, Sheila and Carole Colvin. <u>Introduction to Legal Office Procedures Manual</u>. Latest ed. Douglas College.</p> <p>Paige, Sheila and Carole Colvin. <u>Introduction to Legal Office Procedures Precedents</u>. Latest ed. Douglas College.</p> <p>Paige, Sheila and Carole Colvin. <u>Corporate Law Manual</u>. Latest ed. Douglas College.</p> <p>Paige, Sheila and Carole Colvin. <u>Corporate Law Precedents</u>. Latest ed. Douglas College.</p> <p>Paige, Sheila and Carole Colvin. <u>Legal Office Procedures Forms</u>. Latest ed. Douglas College.</p> <p>Dukelow, Daphne A. and Betsy Nuse. <u>Pocket Dictionary of Canadian Law</u>. Latest ed. Ontario: Carswell. <i>(Also used in OADM 326, 327, 328, and 329)</i></p>								
<p>Q: Means of Assessment</p> <table style="margin-left: 40px; border: none;"> <tr> <td>Assignments (minimum of 5)</td> <td style="text-align: right;">15%</td> </tr> <tr> <td>Timed Production Evaluations (minimum of 3)</td> <td style="text-align: right;">55%</td> </tr> <tr> <td>Theory Examination(s)</td> <td style="text-align: right;"><u>30%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Assignments (minimum of 5)	15%	Timed Production Evaluations (minimum of 3)	55%	Theory Examination(s)	<u>30%</u>		<u>100%</u>
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<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is open for PLAR.</p>								

Course Designer(s): **Brenda Read**

Education Council / Curriculum Committee Representative

Dean / Director: **Rosilyn G. Coulson**

Registrar: **Trish Angus**

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Date: September 2004