

SAULT COLLEGE OP APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO


COURSE OUTLINE

Course Outline LEGAL OFFICE PROCEDURES I
Code No OPL 200
Program OFFICE ADMINISTRATION - LEGAL
Semester: II
Date: JANUARY, 1987
Author: Rose Caicco

New

Revision:

APPROVED:


^h^r^erson

Date

Legal Office Procedures I

OPL 200

Course Name

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Prerequisites to OPL 100 are TYP 110 and OPC 100

- REQUIRED TEXTS;**
- Legal Office Procedures, T. Kamakaris
 - Simulations for above
 - 10,000 Legal Words,' Kurtz et al
 - Perpetual Desk Diary or equivalent
 - Webster Dictionary or equivalent

- SUPPLIES REQUIRED:**
- Typing Paper - letter size and legal size
 - Conveyancing Paper

Students will complete the attached objectives in accordance with the requirement specified and in addition, the following must also be completed:

- attendance at the Court House to witness court procedures as arranged by the instructor
- the instructor will arrange for the attendance of guest speakers at times and dates to be announced
- tours and field trips which will be arranged by the instructor from time to time

N.B. - field trips and guest speakers are arranged to supplement classroom activities. Attendance is mandatory. Absence, without prior notice or just cause, will result in the loss of 10^ of the cumulative semester mark.

Semester II (cont'd)

- A precedent binder will contain at least one perfect copy of all major documents taken up during the course of the year. **IT CANNOT BE STRESSED ENOUGH THAT THE STUDENT RETYPE DOCUMENTS AS THEY ARE HANDED BACK BY THE INSTRUCTOR.** The Binder is collected at the end of the semester and a grade is assigned at that time.
Binder due date: **April 17, 1987.**
- The penalty for handing the binder in late is 10% per day.

SAMPLE MARKING SCHEME FOR BINDER:

- Proofreading -5 each occurrence
- Major set-up errors: -3 each occurrence
- Spelling: -2 each occurrence
- Missing documents and/or affidavits: -5 each occurrence
- Missing legal seals: -2 each occurrence
- Poor corrections: -2 each occurrence
- No letterhead: -2 each occurrence
- 10[^] penalty for each day late
- DUE DATE: **APRIL 17, 1987**

Ten percent of the grade for the binder will be assigned to presentation i.e. neatness, completeness, originality, etc.

GENERAL OBJECTIVES:

- To make the student aware of the Legal Secretary and the various office duties.
- To indoctrinate the student in phases of law such as corporation, wills and estates.
- To give the student the opportunity to develop a general knowledge of law and of **WHY** things are done, in addition to **HOW** they are done.
- To improve the student's grammar, English usage and legal vocabulary.
- To develop the student into a competent legal assistant.

ASSIGNMENTS:

The student will hand all work in neatly, and properly organized in a file folder.

- 100% completion of all assignments is expected with a passing grade in all assignments. **DAILY ASSIGNMENTS NOT SUBMITTED BY DUE DATE WILL RESULT IN THE LOSS OF 10 MARKS PER ASSIGNMENT FROM THE TOTAL SEMESTER MARK, UNLESS THE INSTRUCTOR IS AWARE OF A VALID REASON BEFOREHAND.**
- Mailability or usability will be required in all document preparation and correspondence.
- Anything which is unacceptable will be rejected and handed back to the student for reassignment.
- Errors include:
 - a) misspelled words
 - b) punctuation errors
 - c) unacceptable erasures
 - d) incomplete documents
 - e) unsatisfactory preparation of documents
 - f) proofreading errors
- Depending on the severity of the error(s) work will be graded satisfactory or incomplete.
- An example of a major error in an assignment which will result in an "I" is the reversal of parties in documents, i.e., plaintiff and defendant, mortgagor and mortgagee, etc.
- Another example of a major error is insertion of an improper legal description or mortgage repayment clause.
- Any combination of errors mentioned in (a) to (f) stated earlier in this section, could result in an "I".
- Any work handed back with an "I" grade must be resubmitted within one week after the instructor has returned it or it will be considered late and have the penalty as previously stated.

Semester II (cont*d)**ASSIGNMENTS:** (cont'd)

- The numerical equivalents corresponding to an alphabetical grade are as follows:
 - 95% - 100% = A
 - 70% - 84% = B
 - 60% - 69% = C
 - 0% - 59% = Repeat

PINAL GRADE:

The final mark will be determined as outlined in the following pages, plus the following:

Tests	70%
Daily Work	10%*
Binder	10%
Diary	5%
Quizzes (not announced)	5%
	100%

***NOTE:** Daily work will be graded "mailable" or "unmailable". Throughout the semester, the instructor will randomly select 15 separate pieces of work. Each will be graded "M" or "U" and 10 will count towards the final grade. Since the objective of all office work is mailable, no pre-established value is given to any piece of work. Mailability is determined by the following error-deduction scheme:

- 5 each incorrect spelling, proofreading error
- 1 to -5 for incorrect set-up, depending on seriousness
- 1 for other minor error
- 1 to -3 for poor corrections

EX. If a student has 9 out of 10 "mailable" pieces, the mark earned would be 90% which means that 90% of the work submitted was 100% mailable.

MISSED TESTS: Unless agreed to by the instructor or by special arrangement, there will be no late writing of tests or quizzes which have been missed by the student

NOTE Students will not be allowed into class without all the required texts.