

> *
SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: LEGAL OFFICE PROCEDURES I

Code No.: SPR 222-9

Program: EXECUTIVE SECRETARIAL

Semester: THREE.

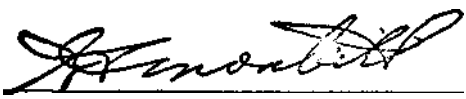
Date: SEPTEMBER, 1979

Author; ROSE CAICCO

New:

Revision: __)^

APPROVED:



Chairperson

Date

SCHEDULE FOR
LEGAL OFFICE PROCEDURES
SEMESTER III

<u>Date (approx.)</u>	<u>Objective</u>	<u>Topic</u>
Sept. 7 - Sept. 29 (3 weeks)	1 - 8	•Introduction to preparing legal papers (correspondence, ledgers, accounts, etc.)
Oct. Z - m {2h weeks)	9 - 14	Introduction to preparing general legal documents
Oct. 1-9 - Nov. 1-7 (4 weeks)	15-- 23--	Introduction to preparing court documents (Civil Litigation)
Nov. 20 - Dec. 6 (2 ⁵ weeks)	24-- 28	Steps in Civil Proceedings (Action)
Dec. 7 - 14 (1 week)	2 [^]	Divorce Proceedings
Dec. 15 - 22 (1 week)	30	Legal Aid

N.B. - Students will not be allowed into class without all the required texts and material.

LEGAL OFFICE PROCEDURES

SEMESTER III

INSTRUCTOR: - **Mrs. Rose Caicco**

TEXTS: **Procedures** for the Legal Secretary-
Revised Edition - Elsie E. Swartz

- Workbook for Procedures for the Legal Secretary
- 10,000 Legal Words - Kurtz, et al
- A Concise Law Dictionary - P.G. Osborn
- Perpetual Desk Diary

Webster Dictionary or equivalent

SUPPLIES REQUIRED:

Typing Paper

Conveyancing Paper

- Carbon Paper - 8 1/2" x 11" and
8 1/2" X 14"

Typewriting Eraser

- 2 Duo Tangs- 8 1/2" x 14"
- 3 raanilla file folders - 8 1/2" x 14"
- 3 manilla file folders - *BH*" x 11"

STUDENTS WILL COMPLETE THE ATTACHED OBJECTIVES PRIOR TO THE END OF SEMESTER-12 . AND IN ADDITION THE FOLLOWING MUST ALSO BE COMPLETED:

- regular duty in the Secretarial Centre as set out by schedule
- training on the Mag Card 2 on a regular basis
- r^ attendance at the Court House to witness part of a trial as arranged by the instructor. Attendance is mandatory.
- The instructor will arrange for the attendance of guest speakers at times and dates to be announced by the instructor. Attendance by the student is mandatory.
- attendance at arranged tours is also mandatory.

LEGAL OFFICE PROCEDURES

Semester III

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

The student will keep a separate binder for each of Semesters III & IV which will contain one accurate copy of most of the documents and some of the correspondence completed in the classroom.

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 real estate, corporation, wills, estates and civil, litigation.
- 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.
- r» To acquire skill in accuracy, upon a good working speed in shorthand and upon a neat and pleasing appearance of all work produced • both in transcribing shorthand and typing documents.
- " To improve the student's grammar, English usage and legal vocabulary.
- To develop the student into a competent legal assistant

"X

LEGAL OFFICE PROCEDURES

Semester III

STUDENT EVALUATION!

Typing Speed: - Based on two highest five-minute timings
- Determination of speed is by traditional 10-stroke (per error) count.

Typing Grading Procedures: - five minute timed writings
- End of Semester III grading for typing speeds will be as follows:

61 - 65 = A
55 - 60 = B
50 - 54 = C
49 or less = I

End of Semester IV grading for typing speeds will be as follows:

70 - 90 = A
62 - 69 = B
55 - 61 = C
54 or less = I

Assignments: »- 100% completion of all assignments is expected with a passing grade of "C" or better in all assignments.
^ 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. The highest grade on reassigned work will be a "C".
- Marks will be deducted for any work handed in late unless the instructor is aware of a valid reason beforehand.
- errors include:
a) misspelled words
b) punctuation errors
c) unacceptable erasures
d) incompleted documents
e) unsatisfactory preparation of documents
f) proofreading errors

LEGAL OFFICE PROCEDURES

Semester III

- Depending on the severity of the error(s), work will be graded A, B, C or I.
- 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.
- r. Any combination of errors mentioned in (a) to Cf) stated earlier in this section, could result in an "I".
- The numerical equivalents corresponding to an alphabetical grade are as follows:

85% - 100% = A

70% - 84% = B

60% - 69% = C

0 - 59% = I

N.B. Tests cannot be written during the course of the regular semester unless a pass grade is received in the daily objectives.

Tests or Quizzes: - typing speed tests

- production timed tests
- office procedures tests based on material studied in class (timed)

Other Considerations:

- outside assignments
- attendance
- ability to follow instructions
- good work habits
- personable office type characteristics
- attitude

LEGAL OFFICE PROCEDURES

Semester III

FINAL GRADE; The final mark in both Semester III and Semester IV will be determined as follows

Typing speed	10%
Production in class	50%
Tests	30%
Other considerations	10%
	100%

MAKE-UP
PROCEDURES;

The student must complete all of the objectives during the course of the regular semester and must receive a grade of "C" or better. If this is not done, then the student must return during the make-up period in order to erase an "I" grade.

Upon completion of each main set of objectives, the student will be tested as indicated in the attached objectives. If the student fails to achieve an acceptable grade on the test, a "C" or better, the student will be required to write a supplemental test to be given during the course of the regular semester. Any student who has not attained an acceptable grade on each test or supplemental test by the end of the regular term will be given an "I" and must return for the make-up period after the regular term. The student will only be allowed to write one supplemental test during the regular semester and one make-up test during the make-up period.

It should be noted that the make-up period is a privilege to be used at the discretion of the instructor. If the make-up period is abused at any time, the privilege may be revoked. The highest grade on a re-write will be a "B".