

OFFICIAL UNDERGRADUATE COURSE OUTLINE (page 1)

COURSE IMPLEMENTATION DATE: January 2011
 COURSE REVISED IMPLEMENTATION DATE: _____
 COURSE TO BE REVIEWED: November 2014
(six years after UPAC approval) (month, year)

OFFICIAL UNDERGRADUATE COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.
 Shaded headings are subject to change at the discretion of the department – see course syllabus available from instructor

| | | |
|--------------------------------|---------------------------|--------------|
| PRLG 105 | Continuing Studies | 1.5 |
| COURSE NAME/NUMBER | FACULTY/DEPARTMENT | UCFV CREDITS |
| Legal Office Procedures | | |
| COURSE DESCRIPTIVE TITLE | | |

CALENDAR DESCRIPTION:

This course introduces the basic features of working in a law office and the duties of its personnel (e.g., lawyers, paralegals, office managers, and legal assistants/secretaries) as well as related service providers such as actuaries, accountants, agents, and process servers. Additionally, students will learn how to identify various basic office documents and their uses, and will examine filing systems, notification systems, and billing systems. Filing requirements and the organization of the court registries will also be covered. Students will trace the flow of legal documents in a typical civil action, understand and appreciate the roles of all members of a law firm, achieve familiarity with various filing, diary, and billing systems used in the profession, understand how to file civil documents in the Court Registry, understand the concept and importance of confidentiality in client records, and describe the purpose, distribution and proper handling of office documents.

PREREQUISITES: Admission to the Paralegal diploma program
 COREQUISITES:
 PRE or COREQUISITES:

SYNONYMOUS COURSE(S):

- (a) Replaces: _____
- (b) Cross-listed with: _____
- (c) Cannot take: _____ for further credit.

SERVICE COURSE TO: *(department/program)*

TOTAL HOURS PER TERM: 22.5

STRUCTURE OF HOURS:

Lectures: 16.5 Hrs
 Seminar: _____ Hrs
 Laboratory: 6 Hrs
 Field experience: _____ Hrs
 Student directed learning: _____ Hrs
 Other (specify): _____ Hrs

TRAINING DAY-BASED INSTRUCTION:

Length of course: _____
 Hours per day: _____

OTHER:

Maximum enrolment: 25
 Expected frequency of course offerings: Every other year
(every semester, annually, every other year, etc.)

WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only) Yes No
WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department) Yes No
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: Yes No

| | |
|--|---|
| Course designer(s): <u>Robert Hewko</u> | Date approved: <u>October 14, 2008</u> |
| Department Head: <u>Cheryl Isaac</u> | Date of meeting: <u>October 10, 2008</u> |
| Supporting area consultation (UPACA1) | Date approved: <u>October 14, 2008</u> |
| Curriculum Committee chair: <u>Cheryl Isaac</u> | Date approved: <u>October 14, 2008</u> |
| Dean/Associate VP: <u>Rosetta Khalideen</u> | Date of meeting: <u>November 21, 2008</u> |
| Undergraduate Program Advisory Committee (UPAC) approval | |

LEARNING OUTCOMES:

Upon successful completion of this course, students will be able to:

- define the roles of the various positions in a law office, as well as the personnel in related organizations
- identify the purpose and functioning of various systems and documents in a law office
- demonstrate a coherent perspective on the processes used in a law office to provide consistent and successful service to clients

METHODS: *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Lectures, discussions, and computer lab instruction.

METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Examination(s) Portfolio assessment Interview(s)

Other (specify):

PLAR cannot be awarded for this course for the following reason(s):

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

Course pack

SUPPLIES / MATERIALS:

Various office supplies, depending on course assignments (These supplies are included in the course supply fee)

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

| | |
|-------------------------|-----|
| Classroom Participation | 10% |
| Assignments | 20% |
| Midterm Assessment | 30% |
| Final Examination | 40% |

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

- Introduction
- The Office
- The Staff
- The Systems
- The Documents