



**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**

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Subject & Course No.	Descriptive Title	Semester Credits
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F: Calendar Description:  
**This course introduces students to the skills and attributes required of and the duties performed by a legal administrative assistant in Brit9337e003 478.38000.38Tour**

**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.

**O:** Methods of Instruction

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:** Textbooks and Materials to be Purchased by Students

Paige, Sheila and Carole Colvin. Introduction to Legal Office Procedures Manual. Latest ed. Douglas College.

Paige, Sheila and Carole Colvin. Introduction to Legal Office Procedures Precedents. Latest ed. Douglas College.

Paige, Sheila and Carole Colvin. Corporate Law Manual. Latest ed. Douglas College.

Paige, Sheila and Carole Colvin. Corporate Law Precedents. Latest ed. Douglas College.

Paige, Sheila and Carole Colvin. Legal Office Procedures Forms. Latest ed. Douglas College.

Dukelow, Daphne A. and Betsy Nuse. Pocket Dictionary of Canadian Law. Latest ed. Ontario: Carswell. *(Also used in OADM 326, 327, 328, and 329)*

**Q:** Means of Assessment

Assignments (minimum of 5)	15%
Timed Production Evaluations (minimum of 3)	55%
Theory Examination(s)	<u>30%</u>
	<u>100%</u>

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR