

# OALS – OFFICE ASSISTANT

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## OALS 110

### Legal Office Procedures I

**3 Credits Weekly (4-0-0)**

This course introduces students to basic theory and procedures needed for working in a legal office. Topics include the role of the legal assistant, telephone techniques, filing techniques and systems, preparation of statements of account, preparation of legal documents and correspondence. In addition, students learn about the importance of confidentiality.

## OALS 111

### Word Processing

**3 Credits Weekly (4-0-0)**

Students attain an intermediate level of proficiency with current word processing software to produce and edit accurate business and legal documents. In addition, students create electronic folders and work with the computer operating system.

## OALS 112

### Customer Communications and Service

**3 Credits Weekly (4-0-0)**

In preparation for success in the changing business world, this course focuses on customer service, basic business correspondence, preparation for meetings and roles and responsibilities in meetings. In addition, students actively engage in job search techniques including the preparation of resumes, covering letters and a personal business portfolio.

## OALS 115

### Corporate Procedures in the Law Office

**3 Credits Weekly (3-0-0)**

This course is an introduction to the fundamental elements of the law governing corporate procedures. Students learn the procedural law associated with sole proprietorships, partnerships and corporations. As well, students learn the processes to register and maintain the registration of corporations.

## OALS 116

### Legal Office Documents I

**3 Credits Weekly (3-0-0)**

Students will learn how to access, edit, and create a variety of legal documentation used in a law office. Through the drafting of legal documents, students will demonstrate the protocols and procedures required for documentation used in client files. Students are introduced to information management procedures used in legal environments.

## OALS 120

### Legal Office Procedures II

**3 Credits Weekly (4-0-0)**

This course reviews basic theory and procedures for working with court documents. Students explore the fundamentals of family law and litigation and prepare documents and correspondence related to family law and litigation.

*Prerequisites: OALS 110.*

## OALS 121

### Integrated Office Applications

**3 Credits Weekly (4-0-0)**

Students work at an introductory level in database and presentation software and to an intermediate level in spreadsheet software.

*Prerequisites: OALS 111.*

## OALS 123

### Legal Research and Technology

**3 Credits Weekly (4-0-0)**

This course examines the fundamentals of legal research, involving primary on-line research resources. Case law, legislation and secondary resources are included. Students work at an advanced level in word processing software.

*Prerequisites: OALS 111.*

## OALS 126

### Legal Office Documents II

**3 Credits Weekly (3-0-0)**

Students will build upon their knowledge from Legal Office Documents I by creating additional documents used in a legal office setting. Students will apply knowledge of the Law Society of Alberta Trust Safety Rules to legal accounting as it pertains to client file management in a law office.

*Prerequisites: OALS 116.*

## OALS 131

### Legal Transcription and Field Placement

**3 Credits Total (40-0-20)**

Students transcribe legal correspondence and documents from digital dictation. Students are introduced to legal customized software.

Students complete a ten-day Field Placement.

*Prerequisites: Successful completion of all Term I and Term II courses.*

## OALS 132

### Conveyancing Procedures in the Law Office

**3 Credits Weekly (4-0-0)**

In this course, students learn basic theory and practical procedures of the law governing conveyancing. Students apply the theory and practice to complete both a sale and a purchase of a residential property.