



# OFFICE ADMINISTRATION PROGRAMS

## Legal Secretary

### Certificate Program 1993 – 1994

Victoria Street Campus  
#131–63 West Victoria St.  
Kamloops, B.C.  
V2C 6L3

For information:  
828-5050  
828-5044

# OLD



# **THE UNIVERSITY COLLEGE OF THE CARIBOO**

## **Office Administration Department**

### **Legal Secretary Certificate Program**

**1993-1994**

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# **THE UNIVERSITY COLLEGE OF THE CARIBOO**

## **Office Administration Department**

### **Legal Secretary Certificate Program**

#### **PROGRAM DESCRIPTION**

UCC now offers the only ten-month Legal Secretary Program in B.C. In this new program, legal courses have been completely revised and computerized, and students study legal procedures extensively throughout the ten-month program using the latest computer equipment and software in their studies.

Unique features of this program include:

- Legal studies taught throughout the ten-month program
- Training on the latest microcomputer equipment and software
- Students who successfully complete semesters 1 and 2 are eligible to participate in a two-week practicum in a legal office
- The Department of Office Administration provides employers and students with the opportunity to conduct employment interviews at our Victoria Street Campus location

#### **DISTINCTIVE ASPECTS OF PROGRAM**

Students in the Legal Secretary Program will:

- Learn the details of court document production for Litigation
- Study the requirements of conveyancing documents for submission to the computerized British Columbia Land Titles Registry system
- Organize trial dates
- Prepare trial books
- Prepare court documents associated with divorce and separation
- Participate in a two-week practicum (for students who successfully complete semesters 1 & 2)

#### **LOCATION**

All Office Administration Programs are offered at the University College of the Cariboo.

##### **VICTORIA STREET CAMPUS**

#131 - 63 West Victoria Street  
Kamloops, BC  
V2C 6L3  
Telephone: 828-5050

Our new classrooms and computer labs provide state-of-the-art training in a business environment. Victoria Street Campus is located in the centre of the downtown business community. Our location is ideal for practicum placements and for integrating and articulating programs with leading practitioners from the Kamloops Business Community.



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## EMPLOYMENT OPPORTUNITIES

Legal secretaries are hired by large law firms, sole practitioners, government offices such as the Crown or Prosecutor's office, Supreme and Provincial Court Registries, the Land Titles Registry, Legal Aid offices, government offices employing legal counsel, and private corporations employing in-house counsel. The Law Society of British Columbia provides frequent first entry or upgrading seminars for legal secretaries in every area of legal practice. Your attendance at these seminars often provides a reduction in your employer's practice insurance, which creates a heightened incentive to fund your ongoing education with the Law Society.

ADMISSION REQUIREMENTS
<b>Educational Requirement:</b> <ul style="list-style-type: none"><li>• B.C. Grade 12 or equivalent required or mature student status.</li></ul>
<b>General Requirements:</b> <ul style="list-style-type: none"><li>• Canadian Citizenship or Landed Immigrant Status;</li><li>• Minimum typing speed of 35 net words per minute;</li><li>• 67% on combined English 12 and Government Exam (within the last 5 years);<ul style="list-style-type: none"><li>or Level 3 on the composition of the Language Proficiency Index (within the last 2 years), (<i>See page 8, Assessment Centre</i>);</li><li>or B standing in English 050;</li></ul></li><li>• Interview with the Program Coordinator or designate.</li></ul>
<b>Legal Secretary Program requires:</b> <ul style="list-style-type: none"><li>• DOS, An Operating System;</li><li>• Word Processing on the Microcomputer (<i>both available through the Computer Access Centre, 828-1916</i>).</li></ul>
<b>Documentation Required:</b> <p>The following documentation is necessary to verify admission requirements:</p> <ul style="list-style-type: none"><li>• Official transcripts of previous secondary and post-secondary educational record;</li><li>• Proof of Citizenship or Landed Immigrant Status;</li><li>• Proof of minimum typing speed (<i>call Victoria St. Campus at 828-5050 to make arrangements for the typing test</i>);</li><li>• Verification of successful results of LPI.</li></ul>

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## SEMESTER SCHEDULES

### SEMESTER 1 - Fall Semester (September to December)

OADO	100	Machine Transcription 1
OADO	200	Machine Transcription 2
OAHR	310	Business and Human Relations
OALG	310	Introduction to Law and the Law Office
OALG	350	Real Estate Practice 1
OALG	360	Real Estate Practice 2
OAPR	110	Office Procedures
OATS	300	Keyboarding Speed and Accuracy Development
OAWP	365	Advanced Word Processing

### SEMESTER 2 - Winter Semester (January to April)

OACM	210	Business Communications 2
OAHR	350	Human Relations 2
OALG	380	Contract and Tort Law
OALG	410	Litigation 1
OALG	420	Litigation 2
OALG	430	Family Law
OATS	300	Keyboarding Speed and Accuracy Development

### SEMESTER 3 - Spring Semester (May to June)

OACM	310	Business Communications 3
OALG	440	Wills and Estates
OALG	450	Company Law
OALG	510	Legal Prospectives
OAPR	500	Practicum
OATS	300	Keyboarding Speed and Accuracy Development



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## COURSE DESCRIPTIONS

### Semester 1

#### **OADO 100 Machine Transcription 1 (36 hours)**

Designed to teach students to transcribe business communications from machine dictation onto microcomputers. The coordination of keyboarding and transcribing skills to produce mailable documents will be emphasized. A review of the language arts skills of punctuation, spelling, editing, proofreading, and vocabulary will also be stressed.

**PREREQUISITE:** OACP 210 Introduction to Microcomputers 2

#### **OADO 200 Machine Transcription 2 (36 hours)**

Designed to teach students to transcribe a variety of business correspondence proficiently on microcomputers. Transcription of mailable documents on the first copy is stressed. Language arts skills of punctuation, spelling, editing, proofreading, and vocabulary are emphasized.

**PREREQUISITE:** OADO 100 Machine Transcription 1

#### **OAHR 310 Business and Human Relations (36 hours)**

The students will learn to develop the skills and techniques necessary to promote good business and human relations required in today's modern office environment.

#### **OALG 310 Introduction to the Law and the Law Office (40 hours)**

When someone says "See you in court", what court do they mean, where is it located, and what steps must be taken before that day in court? If you plan to work in a law office, or in the administration of justice system, you must have an understanding of the general framework within which the law operates, as well as a specific understanding of the relationships between clients, lawyers, and secretaries. There is much legal language to be learned, and some preparation of general documents.

#### **OALG 350 Real Estate Practice 1 (50 hours)**

British Columbia has a land title system that is the envy of the world. Real estate is still the bread and butter of most law firms, and errors in real estate are the largest claims against lawyers' insurance. Learn how the land title system operates, and become skilled at producing the standard form documents that were prescribed as of April 1, 1990. You will process a standard residential real estate file from the initial title search through to the closing, and on the final reporting letter and client account.

**PREREQUISITE:** OALG 310 Introduction to the Law and the Law Office

#### **OALG 360 Real Estate Practice 2 (50 hours)**

Building upon the knowledge and skills developed in OALG 350, this course covers the elements of the contract of purchase and sale. Matters that occur in real estate practice such as leases, options to purchase, builder's liens, certificates of lis pendens will be identified. You will process straightforward transfers of commercial property.

**PREREQUISITE:** OALG 350 Real Estate Practice 1

#### **OAPR 110 Office Procedures (36 hours)**

Designed to assist students in developing interpersonal skills and demonstrating competency in the following business skills: telephone techniques, receptionist procedures, filing techniques, office systems management, and oral communications.

#### **OATS 300 Keyboarding Speed and Accuracy Development**

This course is designed to develop speed and accuracy on the computer through drills and regular speed tests.

#### **OAWP 365 Advanced Word Processing (100 hours)**

An advanced course in word processing on the microcomputer. Students will review the principles taught in Microcomputers and Word Processing 2 and, in addition, will learn many advanced functions. Students are encouraged to produce documents suitable for inclusion in their own portfolios.

### Semester 2

#### **OACM 210 Business Communications 2 (70 hours)**

Students will participate in group projects which reflect the development and ongoing business of a company. They will compose and write business communications incorporating effective letter and report writing techniques, correct grammar, punctuation, and spelling. Oral communications are also an integral part of the course.

**PREREQUISITE:** OACM 110 Business Communications 1



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**OAHR 350 Human Relations 2 (36 hours)**

This course will provide students with basic psychological concepts and experience in several skill areas important in business. It includes practice in relating, assertion, feedback and problem solving skills. Other topics include: small group behaviour, verbal and non-verbal communications; dynamics of personality; leadership styles, supervisory difficulties and conflict resolution.

**OALG 380 Contract and Tort Law (50 hours)**

Contract law is the heart of real estate practice and company law, and the source of much litigation. You will review the types of contracts encountered in OALG 310, 350 and 360, looking particularly at possible breaches of contract, and the usual remedies. You will learn to identify torts, with a basic understanding of their key elements, and look at contributory negligence, using a standard motor vehicle accident claim as example.

**PREREQUISITES:** OALG 310 Introduction to the Law and the Law Office  
OAWP 365 Advanced Word Processing

**OALG 410 Litigation 1 (60 hours)**

Litigation, or the threat of litigation, is what it means to live "under the law". Many cases are won or lost on procedure and there is much specialized language and procedure. You will process and keep control of a motor vehicle accident file, as if your firm acted for either the Plaintiff or the Defendant.

**PREREQUISITES:** OALG 310 Introduction to the Law and the Law Office  
OAWP 365 Advanced Word Processing

**OALG 420 Litigation 2 (60 hours)**

This course builds upon the knowledge and skills developed in OALG 400, and covers common interlocutory motions that make litigation slow, uncertain and expensive: motions to strike out pleadings, motions for particulars, motions for summary judgement, injunctions, or motions for a reference to the Local Master of the Supreme Court. You will also prepare a Bill of Costs using the 1990 tariff of Ordinary Costs, fees and disbursements.

**PREREQUISITE:** OALG 410 Litigation 1

**OALG 430 Family Law (50 hours)**

The usual matters involved in a family law practice are divorce, separation agreements, and Family Relations Act proceedings, where the parties try to win or settle the outstanding issues between them, usually support, custody of children and property. This area of law involves interlocutory proceedings, some of which we will look at, and you will prepare separation and marriage agreements, and pleadings and proceedings in contested family matters.

**PREREQUISITES:** OALG 310 Introduction to the Law and the Law Office  
OAWP 365 Advanced Word Processing

### Semester 3

**OACM 310 Business Communications 3 (36 hours)**

Students will participate in instructional sessions and activities involving preparation of resume and employment letters, job search strategies, interview techniques and preparation for practicum.

**PREREQUISITE:** OACM 110 Business Communications 1

**OALG 440 Wills and Estates (35 hours)**

You will prepare a simple will, and the other documents required in support of an application for probate.

**PREREQUISITES:** OALG 310 Introduction to the Law and the Law Office  
OAWP 365 Advanced Word Processing

**OALG 450 Company Law (40 hours)**

This course sets out to familiarize the legal secretary with routine elements of company law such as setting up a company with Articles and a Memorandum of Association, and keeping it going with annual general shareholders meetings and elections of officers and directors. Some aspects of company operations and corporate finance will also be covered.

**PREREQUISITES:** OALG 310 Introduction to the Law and the Law Office  
OAWP 365 Advanced Word Processing

**OALG 510 Legal Prospectives (25 hours)**

Students will research a topic relevant to the legal profession and produce a written report for oral presentation to the class.

**OAPR 500 Legal Practicum (2 weeks)**

You will spend two weeks working in a law office.

**PREREQUISITE:** Successful completion of Semesters 1 and 2, and of Semester 3 legal courses.

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## TUITION FEES AND OTHER EXPENSES

*Please note tuition fees and other expenses are stated as of September, 1992, and are subject to change without notice.*

Total Tuition for 10 months	\$ 915.00
Student Society Fee	47.00
Building Levy	57.00
College Activity Fees	<u>28.00</u>
Total Student Fees	\$1,047.00
Other Expenses:	
Textbooks and Supplies	<u>500.00</u>
<b>TOTAL</b>	<b><u>\$1,547.00</u></b>

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## **ADMISSION PACKAGE**

To obtain Admission Package contact:

Admissions Department  
UCC Main Campus  
828-5044

or

Department of Office Administration  
Victoria Street Campus  
828-5050

## **ASSESSMENT CENTRE**

The Assessment Centre has three main purposes:

- To assess educational background so that students can be placed in courses that best match their needs.
- To coordinate and invigilate examinations for such tests as GED, GMAT, LSAT, SAT, GRE.
- To administer all assessments for admission to UCC programs: Language Proficiency Index (LPI), and Canadian Achievement Test (CAT).

The Assessment Centre is located in room A221 in the Main Building. The telephone number is 828-5470.

## **COUNSELLING**

In addition to providing academic information, Counsellors will help students deal with personal issues that may affect performance and/or personal well-being. Visits to the Counsellors are voluntary and confidential. Appointments with Counsellors are booked in advance. Emergency or crisis situations are dealt with as quickly as possible. For appointments call 828-5023.



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## **FINANCIAL AID AND AWARDS**

The Financial Aid and Awards Office is located in A122 and provides information and assistance to students on the following:

- Sources of student aid and awards
- Applying for government and institutional funds
- Appealing government student aid decisions
- Work Study - campus employment (refer to end of Financial Aid & Awards section of calendar)
- Personal financial planning and budgeting

All financial aid and awards matters are held in strict confidence.

Individual appointments with an Awards Advisor may be made through the Student Services Receptionist, the Evening Receptionist, or by calling 828-5024 (Kamloops) or toll free 1-800-663-2955. UCC students who are attending a campus other than Kamloops may arrange telephone interviews through their campus office.

## **HOUSING**

On-campus housing is available for 300 students in the McGill Student Housing complex. Applications are available from the Student Services Receptionist, Registrar's Office or from the housing staff. The telephone number is 372-7778 and the address is: McGill Student Housing, 850 McGill Rd., Kamloops, BC, V2C 6N2. Applications are to be made directly to the Residence Manager.

The Cariboo Student Society maintains an off-campus accommodation list, available to students. The list consists only of room and/or room and board situations available in private homes in the Kamloops and surrounding area communities. This list is available free of charge from the Student Society office.

## **SPONSORSHIP**

Applicants may want to inquire at their local Canada Employment Centre to determine if they meet the requirements necessary for sponsorship into the program.

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**LEGAL SECRETARY CERTIFICATE PROGRAM  
ADVISORY BOARD**

Judy Sanborn

Jensen Mitchell & Co.  
300 - 125 - 4th Ave.  
Kamloops, B.C.

Barbara Comazzetto

Horne Marr Zak  
600 - 175 - 2nd Ave.  
Kamloops, B.C.

Dawn La Pointe

Fulton & Company  
248 - 2nd Ave.  
Kamloops, B.C.

Rob McDiarmid

Morelli Chertkow  
180 Seymour  
Kamloops, B.C.

Cheyenne Irvine

Horne Marr Zak  
600 - 175 - 2nd Ave.  
Kamloops, B.C.

Vince Croswell

Mair Jensen Blair  
700 - 275 Lansdowne St.  
Kamloops, B.C.



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## **OTHER PROGRAMS OFFERED AT VICTORIA STREET CAMPUS**

### **BOOKKEEPING WITH COMPUTER APPLICATIONS**

**Program Coordinator - Duane Breitzkreitz**

Bookkeeping with Computer Applications trains you in the skills necessary to perform in a computerized office. At least 70 percent of the program is devoted to hands-on experience using a variety of financial software applications such as Bedford Integrated Accounting and ACCPAC. You will also become familiar with a number of related software packages such as WordPerfect, dBase IV, and Lotus 1-2-3.

If you like working with figures and with computers, if you have an eye for detail, and if you are not satisfied until a job is done and done right, **Bookkeeping with Computer Applications**, is the program for you!

### **LEGAL SECRETARY**

**Program Coordinator - Gail McKay**

UCC now offers the only ten-month Legal Secretary Program in B.C. In this new program, legal courses have been completely revised and computerized, and students study legal procedures extensively throughout the ten-month program using the latest computer equipment and software in their studies.

Students in the Legal Secretary Program will: learn the details of court document production for Litigation, study the requirements of conveyancing documents for submission to the computerized British Columbia Land Titles Registry system, organize trial dates, prepare trial books, prepare court documents associated with divorce and separation, and participate in a two-week practicum (for students who successfully complete semesters 1 & 2.)

### **MEDICAL OFFICE ASSISTANT**

**Program Coordinator - Jo-Anne Rohrmoser**

This program is a 10-month certificate program designed to meet the demands for specialized personnel to work in a medical office or in a variety of other medical environments.

Emphasis is on learning medical terminology, administrative and clinical procedures, medical transcription, medical billing, and human relations. During the final semester the student will be offered a two-week practicum in a medical office to learn the daily office routines of the medical office.

### **OFFICE SYSTEMS SPECIALIST**

**Program Coordinator - Bernie Kirkey**

This program combines office skills training with broad computer hardware and software expertise, enabling you to assume the role of computer resource person in the workplace. In addition to performing office functions, as an Office Systems Specialist, you will have the ability to install software; troubleshoot hardware and software problems; manage the local area network; facilitate the introduction of new hardware and software; and provide staff training and support.

### **WORD PROCESSING SECRETARY**

**Program Coordinator - Shirley Smith**

This program is designed to prepare students for employment in a wide range of positions in business and industry. Students receive training on state-of-the-art microcomputer equipment. Oral and written communication skills, as well as effective interpersonal skills are emphasized throughout the program. Graduates of this program will have the necessary business office skills to become productive employees immediately upon beginning their office careers.

Applicants who are secondary school graduates or mature students seeking a career change or wishing to enhance their job skills are ideal candidates for entry into this program.

Graduates of this program may find employment in a variety of business offices as secretaries, word processing operators, office assistants, receptionists.

*If you are interested in any of these programs, please contact program coordinator.*



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## **FACULTY AND STAFF**

### **DUANE BREITKREITZ**

Duane Breitkreitz teaches in the Bookkeeping with Computer Applications Certificate Program. He has been an instructor at Cariboo for more than 10 years. Previously, Duane taught at the high school level and has been a small business owner/operator. He has completed a B. Ed (business major) and an MBA.

### **MIKE HANLEY**

Mike Hanley has been instructing at UCC since his arrival in Kamloops in 1989. Prior to that he provided microcomputer training and consulting services to businesses and government agencies in the Victoria area, as well as instructing continuing education courses in computing at Camosun College. Mike teaches various courses in several of the Office Administration programs.

### **BERNIE KIRKEY**

Bernie Kirkey has many years experience as a microcomputer business systems consultant, working primarily in the Metro Toronto area. He has an extensive background with a variety of microcomputer equipment and business applications, gained through systems implementation, user training, and assumption of the technical support role for a wide range of clients. He has a BA from the University of Western Ontario and an MBA from York University. Bernie is an instructor in the Office Systems Specialist Certificate Program.

### **RENÉE LAPIERRE**

Renée Lapierre is the Assistant Dean of the Division of Business, Computing and Mathematics. She holds a Ph.D. in Educational Administration from the University of Calgary. A member of the Human Resource Management Association of B.C., she has been a practising training and development professional since 1975. She also has owned and operated two businesses.

### **VERA LINTON**

Vera Linton has a Bachelor of Education with a major in English and is currently completing a Masters in Education with a focus on Educational Leadership. She has considerable secretarial experience in Canada and abroad and is actively involved in the community. She is a past president of Overlander Toastmaster and a drama enthusiast.

### **GAIL MCKAY**

Gail McKay is a lawyer who has practiced law in British Columbia and the Northwest Territories. She is a member of the Law Society of British Columbia. She received her LLB from Dalhousie University in Halifax. She also received a Master of Arts in English from Concordia University in Montreal, a Bachelor of Fine Arts from UBC, and a Professional Teaching Certificate from Simon Fraser University. She is presently department chairperson, and teaches the Legal Secretary Certificate Program.

### **JO-ANNE ROHRMOSER**

Jo-Anne Rohrmoser has instructed at UCC since 1985 and has 12 years experience in the health care field. She has a Bachelor of Medical Record Science and is currently working on her B.C. Instructor's diploma. Jo-Anne teaches in the MOA program and is active in the Kamloops Medical Office Assistants' Association.

### **SHIRLEY SMITH**

Shirley Smith has been a full-time instructor at UCC since September 1971. Shirley has a Bachelor of Education from UBC and is currently working toward a Master of Education in Administrative Leadership. Previously, Shirley was chairperson of Office Administration and is currently teaching in the Word Processing Secretary Program. Shirley is also a team teacher in the Student Success Program at UCC.





OFFICE  
ADMINISTRATION  
PROGRAMS

OLD