

**CATALOG INFORMATION**

Dept and Nbr: BOT 85.6

Title: LEGAL DOCUMENT PROCESS

Full Title: Legal Document Processing

Last Reviewed: 2/22/2010

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	2.00	8	Lecture Scheduled	16.00
Minimum	1.50	Lab Scheduled	3.00	8	Lab Scheduled	24.00
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	40.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00

Total Student Learning Hours: 72.00

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 04 - Different Topics

Also Listed As:

Formerly:

**Catalog Description:**

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Ability to type by touch. Familiarity with word processing software.

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Training in the creation and processing of legal documents incorporating essential computer and technology skills. Includes legal terminology, file management, calendar procedures, and appropriate formatting. (Grade or P/NP)  
Prerequisites/Corequisites:  
Recommended: Ability to type by touch. Familiarity with word processing software.  
Limits on Enrollment:  
Transfer Credit: CSU;  
Repeatability: Different Topics

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>			<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>			<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>			<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>	Transferable	<b>Effective:</b>	Fall 1999	<b>Inactive:</b>	Fall 2016
<b>UC Transfer:</b>		<b>Effective:</b>		<b>Inactive:</b>	

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

1. Identify various non-court documents, i.e. wills, trusts, deeds, corporate minutes.
2. Apply appropriate formatting to legal documents using the computer.
3. Identify and define legal terminology in context.
4. Apply procedures for preparation and execution of legal documents.
5. Create and develop various client filing systems and calendaring systems.
6. Develop legal documents using software commonly used in law offices.
7. Create word processing macros to automate frequently performed features used in creating documents.

### **Topics and Scope:**

1. Terminology associated with legal documents and processing.
2. Procedures for processing legal documents.
3. Word processing features.
4. Opening, maintaining, and closing client files.
5. Memos and letters.

### **Assignment:**

Preparation of legal documents; creation of client files, written correspondence.

### **Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework	Writing 5 - 20%
<b>Problem Solving:</b> Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.	
Homework problems, Quizzes	Problem solving 10 - 30%
<b>Skill Demonstrations:</b> All skill-based and physical demonstrations used for assessment purposes including skill performance exams.	
Class performances, Performance exams	Skill Demonstrations 10 - 40%
<b>Exams:</b> All forms of formal testing, other than skill performance exams.	
Multiple choice, True/false, Matching items, Completion	Exams 10 - 40%
<b>Other:</b> Includes any assessment tools that do not logically fit into the above categories.	
Attendance.	Other Category 5 - 10%

### **Representative Textbooks and Materials:**

LEGAL SECRETARIAL PROCEDURES by Joyce Morton, Prentice-Hall.

LAW OFFICE PROCEDURES MANUAL by Legal Secretaries Incorporated,  
The Rutter Group.