

**BOT 85.1 Course Outline as of Fall 1999**

**CATALOG INFORMATION**

Dept and Nbr: BOT 85.1

Title: INTRO TO LEGAL OFFICES

Full Title: Introduction to Legal Offices

Last Reviewed: 2/28/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	8.00	4	Lecture Scheduled	32.00
Minimum	0.50	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	8.00		Contact Total	32.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 64.00

Total Student Learning Hours: 96.00

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 04 - Different Topics

Also Listed As:

Formerly:

**Catalog Description:**  
None

**Prerequisites/Corequisites:**

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Introduction to the field of law. Topics include: overview of legal professions; professional organizations; legal terminology; duties and responsibilities of personnel; brief review of the legal system and the court structure. (Grade or P/NP)  
Prerequisites/Corequisites:  
Recommended:  
Limits on Enrollment:  
Transfer Credit: CSU;  
Repeatability: Different Topics

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

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Transferable	Effective:	Fall 1998	Inactive:
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<b>UC Transfer:</b>		Effective:		Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

1. Discuss desirable personal qualities, duties, and responsibilities of law office staff.
2. Describe different professions and careers in law office personnel.
3. Discuss the associations that support law office professionals.
4. Discuss the history of our present-day legal system.
5. Explain the difference between civil and criminal law.
6. Define terminology used with court systems and procedures.
7. Discuss the organization and jurisdiction of the state court systems.

### **Topics and Scope:**

1. Overview of legal professions
  - a. The attorney
  - b. The Legal Administrator/Office Manager
  - c. Legal Assistant/Paralegal
  - d. Legal Secretary
  - e. Other support staff
  - f. Professional organizations
2. Duties and responsibilities
  - a. Telephone systems/skills
  - b. Calendaring issues
  - c. Photocopying
  - d. Maintaining records
  - e. Mail systems
3. The Legal System
  - a. What is law?
  - b. Jewish and Roman Law
  - c. Civil Law
  - d. Criminal Law
  - e. English common law
  - f. U.S. and state laws

4. The Court Structure
  - a. Officers of the court
  - b. Jurisdiction vs. venue
  - c. Federal Courts
  - d. State Courts
  - e. Authority of court
  - f. Statute of limitations

**Assignment:**

Vary with topic; includes written papers/reports and reading assignments relating to current industry topics.

**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, Reading reports, Term papers

Writing  
5 - 10%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Quizzes, Exams

Problem solving  
20 - 50%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

preparation of correspondence and documents

Skill Demonstrations  
20 - 50%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion

Exams  
20 - 50%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

None

Other Category  
0 - 0%

**Representative Textbooks and Materials:**

LEGAL OFFICE PROCEDURES, 4th ed., Joyce Morton, Prentice-Hall, 1998