BOT 85.6 Course Outline as of Fall 2016

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	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50		Lab Scheduled	0	5	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	1.50		Contact Total	26.25
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50   Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly:

Catalog Description:
Development and processing of legal documents that may be used in subsequent court actions. Includes development and management of legal files and systems, creation of calendar and follow-up systems, and appropriate processing procedures. Documents include: Wills, codicils, deeds, promissory notes, corporate minutes, affidavits, and agreements.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100 and Completion of CS 60.11A or equivalent

Limits on Enrollment:

Schedule of Classes Information:
Description: Development and processing of legal documents that may be used in subsequent court actions. Includes development and management of legal files and systems, creation of calendar and follow-up systems, and appropriate processing procedures. Documents include: Wills, codicils, deeds, promissory notes, corporate minutes, affidavits, and agreements. (Grade or P/NP)

Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100 and Completion of CS 60.11A or equivalent
Limits on Enrollment:
Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:	
UC Transfer:		Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Upon completion of this course, students will be able to:
1. Examine estate planning documents
2. Differentiate between affidavits and acknowledgments
3. Compose legal correspondence
4. Generate real property forms
5. Determine appropriate deeds to use in real estate transactions
6. Evaluate types of business organizations
7. Create systems for managing and maintaining non-court documentation and files

Topics and Scope:

Students will use simulated legal cases to cover topics.
1. Management of systems
   a. Client files and documents
   b. Calendar and tickler systems
2. Estate planning
   a. Formalities in making a will
   b. Types of wills
   c. Codicils - changes to wills
   d. Trusts
   e. Signing and safe keeping of wills, codicils and trusts
3. Real property
   a. Classification of property
   b. Property descriptions
   c. Ownership of property

d. Real estate transactions
    e. Deeds
    f. Mortgages and deeds of trust
    g. Recording of documents
4. Business organizations
    a. Forms of business ownership
    b. Advantages and disadvantages of incorporating
    c. Laws governing corporations
    d. Types of corporations
    e. Formation of a corporation
5. Other non-court document procedures
    a. Notary Public
    b. Affidavit
    c. Acknowledgment
    d. Agreements and contracts

Assignment:

1. Textbook reading of approximately 15 to 25 pages per week
2. Internet research for forms and informatin to complete legal documents
3. Develop legal documents through simulations and case studies
4. Create and organize client files and systems for simulations
5. Compose legal correspondence in simulations
6. Three to six quizzes

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.

Legal correspondence, written procedures	Writing 10 - 20%

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

Problem solving, simulations	Problem solving 30 - 40%

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

Legal documents, client files, legal correspondence	Skill Demonstrations 30 - 40%

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

Multiple choice, True/false, Matching items, Completion, Quizzes	Exams 10 - 20%

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

Class participation		Other Category 5 - 10%

Representative Textbooks and Materials:
Law Office Procedures Manual edited by Legal Secretaries Incorporated, The Rutter Group. Updated semi-annually