

BOT 85.3 Course Outline as of Fall 1998**CATALOG INFORMATION**

Dept and Nbr: BOT 85.3 Title: INTRO TO FAMILY LAW PROC

Full Title: Introduction to Family Law Procedures

Last Reviewed: 2/22/2010

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	3.00	8	Lecture Scheduled	24.00
Minimum	1.50	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	24.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 48.00

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:

None

Prerequisites/Corequisites:**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: Training for beginning legal secretaries. Topics include: historical aspects of marriage; valid, void, and voidable marriages; grounds for dissolutions; community versus separate property issues; proceedings to commence a dissolution of marriage; service of dissolution papers; default proceedings. Not intended to assist people in preparing their own dissolution of marriage documents. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit: CSU;
Repeatability: Different Topics

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area			Effective:	Inactive:
CSU GE:	Transfer Area			Effective:	Inactive:
IGETC:	Transfer Area			Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 1998	Inactive:	Fall 2016
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

1. Discuss historical aspects of marriage
2. Describe how marriage licenses are obtained
3. Define difference between valid, void, and voidable marriages
4. Explain difference between a divorce and dissolution of marriage
5. Preparation of court forms to commence a dissolution proceeding
6. Service of process
7. List procedures to follow for default proceedings
8. Preparation of court forms for default proceedings

Topics and Scope:

1. Historical aspects of marriage
2. Marriage licenses
3. Valid, void, voidable marriages
4. Divorce proceedings
5. Dissolution of marriage proceedings
6. Mandatory court forms
7. Service of court forms
8. Procedures for default proceedings

Assignment:

Vary with topic; may include written papers/reports, projects, reading assignments.

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.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing
0 - 0%

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