

**BOT 85.5B Course Outline as of Spring 1999****CATALOG INFORMATION**

Dept and Nbr: BOT 85.5B Title: DISCOVERY LEVEL 2

Full Title: Legal Procedure: Discovery Level 2

Last Reviewed: 9/16/1998

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	1.00	8	Lecture Scheduled	8.00
Minimum	0.50	Lab Scheduled	1.00	8	Lab Scheduled	8.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	16.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 16.00

Total Student Learning Hours: 32.00

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:****Prerequisites/Corequisites:**

Concurrent Enrollment in BOT 85.5A

**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: This course is intended for Legal Secretary Certificate Program students and individuals interested in learning how to properly complete and process the legal documents and forms discussed in BOT 85.5A. (Grade or P/NP)

Prerequisites/Corequisites: Concurrent Enrollment in BOT 85.5A

Recommended:

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **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:
<b>CSU Transfer:</b>	Transferable	Effective:	Spring 1999	Inactive:	Fall 2010
<b>UC Transfer:</b>		Effective:		Inactive:	

### **CID:**

### **Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

1. Complete knowledge of discovery procedures to complete legal documents and forms

2. Type and format legal documents
  - a. Interrogatories
  - b. Request for production of documents
  - c. Subpoenas
  - d. Notice of Taking Deposition
  - e. Proofs of service by mail
3. Calendar statutory time periods

### **Topics and Scope:**

1. Discovery documents
  - a. Interrogatories
  - b. Production of documents
  - c. Subpoenas
  - d. Depositions
2. Response Document
  - a. Answers to interrogatories
3. Response to request for production of documents
4. Service of process
5. Calendaring of statutory time periods

### **Assignment:**

Type and format discovery documents.

### **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.

Simulated cases

Problem solving  
30 - 70%

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

Class performances, Homework assignments

Skill Demonstrations  
30 - 70%

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

None

Exams  
0 - 0%

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

In-class participation

Other Category  
10 - 30%

**Representative Textbooks and Materials:**

LAW OFFICE PROCEDURES MANUAL, Rutter Group, 1998