



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**LEGAL OFFICE PROCEDURES
OFT1666 3 Credit Hours**

Student Level:

This course is open to students on the college level in either the freshman or the sophomore year.

Catalog Description:

OFT1666 - LEGAL OFFICE PROCEDURES (3 hrs)

This course is designed to introduce students to the career of Legal Office Assistant. Emphasis is placed on understanding legal office procedures, preparing legal office documents, understanding substantive law, and understanding legal research activities, as well as oral and written communication, punctuation, and proofreading skills.

Prerequisites:

Word processing ability

Controlling Purpose:

This course is designed to introduce the students to the career of a legal office professional. The student will learn the basic concepts and the various fields of law, as well as how to prepare documents commonly used in these fields. This course ties together the terminology, practical application, and theory of working in a legal office.

Learner Outcomes:

Competencies will be developed in required skills needed to work in a legal office.

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who

has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.

- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1: Law Office Duties

Outcomes: The student will demonstrate knowledge of the skills required to work as an administrative professional in a law office.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Understand the structure of a legal office
						Understand human relation requirements in the law office, including personal and professional qualifications
						Understand how technology has changed the law office
						Acquire a working knowledge of law office terminology
						Learn and apply the different types of technology used in the law office, including e-mail, telephones, voicemail, workplace telecommunications, and various office machines
						Understand calendaring, filing, and billing procedures
						Follow written and verbal instructions
						Apply both written and verbal communication skills
						Follow written and verbal instructions
						Make travel arrangements
						Speak effectively to others using proper grammar and terminology
						Be proficient in the use of computer hardware and software
						Understand the different types of storage devices and their application
						Understand dictation and transcription procedures
						Prepare legal correspondence, including letters and memos, using word processing software

UNIT 2: Court Structure and Litigation

Outcomes: The student will develop an understanding of court structure and litigation.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Understand organization and jurisdiction of the state and federal court systems
						Describe the municipal court system
						Explain statutes of limitations
						Understand general litigation information and procedures
						Perform the necessary steps to prepare for a trial
						Understand the different phases of a lawsuit
						Understand discovery devices
						Prepare a verdict court form and to prepare a notice of intention to take deposition
						Understand the concluding procedures of a litigation

UNIT 3: Preparation of Legal Documents

Outcomes: The student will learn to prepare a variety of legal documents.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Explain the guidelines for use and preparation of legal documents
						Prepare flawless legal correspondence in proper format
						Properly format legal documents
						Use proper punctuation and capitalization on legal documents
						Understand the supporting court documents such as affidavits, acknowledgements, verification, and court pleadings

UNIT 4: Legal Research

Outcomes: The student will perform basic legal research and demonstrate the ability to properly use citations.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Classify the areas of legal research
						Understand how to perform legal research, include use of computer-assisted research and using the Internet for research
						Identify the differences between statutes and codes
						Understand validating legal research findings in all formats using proper citation format

UNIT 5: Substantive Law

Outcomes: The student will gain knowledge in substantive law.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Understand family law, including marriage, divorce, domestic partnerships, adoption, guardianship, and a conservatorship.
						Understand the steps involved in will preparation and the ability to prepare a will
						Understand the differences between a will and a trust
						Understand the different types of trusts
						Understand the procedures in processing a probate
						Understand business organizations, including sole proprietorships, partnerships, and corporations
						Prepare a simple general partnership agreement
						Understand the different kinds of deeds, property, and leases
						Understand the differences between mortgages and deeds of trust
						Identify the functions of criminal law and understand the four theories for punishing criminal behavior
						Describe the major groups and classifications of crime
						Prepare documents used in a criminal proceeding
						Discuss the defenses available to a criminal defendant

UNIT 6: Job Search Process

Outcomes: The student will demonstrate their knowledge of the job search process.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Prepare a resume
						Prepare a cover letter
						Create a thank-you letter
						Understand how to prepare for a job interview

Projects Required:

Student will complete the required programmed lessons and prepare an employment portfolio.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:**Attendance Policy:**

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Timeframe:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.