

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

BCIS 59 - Beginning Legal Office Procedures

3 Unit(s)

Prerequisite(s): NONE

Recommended Prep: Reading Level IV; English Level III and Keyboarding Skill of 35 wpm

Transfer Status: CSU

51 hours Lecture

This course introduces legal terminology, preparation of legal documents and correspondence, and court scheduling. Emphasis is placed on developing legal vocabulary, enhancing legal communication skills, building strong problem-solving techniques, and utilizing technical abilities in a legal office setting.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Define and correctly apply legal terminology as it relates to the various areas of law.
- B. Analyze the procedures followed and forms utilized in probate, civil, family, criminal, and corporate law offices.
- C. Identify the different sections of legal documents and evaluate the quality of the content.
- D. Evaluate the strengths and weaknesses of various scheduling tools used in the court litigation process.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lecture	
<u>Topics</u>	<u>Hours</u>
1. The field of legal office administration.	12.00
2. Terminology, forms, scheduling, and other activities involved in a Probate Law office.	7.00
3. Terminology, forms, scheduling, and other activities involved in a Civil Law office.	14.00
4. Terminology, forms, scheduling, and other activities involved in a Family Law office.	12.00
5. Terminology, forms, scheduling, and other activities involved in a Criminal Law office.	4.00
6. Terminology, forms, scheduling, and other activities involved in a Corporate Law office.	2.00
Total Hours	51.00

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Group Discussions
- C. Guest Speakers
- D. Class Activities
- E. Homework: Students are required to complete two hours of outside-of-class homework for each

hour of lecture
F. Demonstrations

V. METHODS OF EVALUATION

- A. Exams/Tests
- B. Quizzes
- C. Research Projects
- D. Papers
- E. Class participation
- F. Written Assignments

VI. EXAMPLES OF ASSIGNMENTS

A. Reading Assignments

1. Complete assigned reading of articles by Robert Half. Identify all of the different areas of law mentioned; then utilizing all of the tools available to you, identify into which area of law each of the Chico CA attorneys fit. Be prepared to share your work with the class.
2. Select an article from the Legal Secretary Quarterly publication, summarize its content, and be ready to discuss in class whether you agree or disagree with the author's point.

B. Writing Assignments

1. Using the FL scenario provided by the instructor, prepare the necessary documents and describe the steps taken to complete the process.
2. Given a client interview narrative, identify the required forms and provide the justification for their use.

C. Out-of-Class Assignments

1. Utilizing all of your resources, identify the areas of law. Select the one that most interests you and explain why.
2. Given a typical set of corporate by-laws, identify and accurately list the corporate structure.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Textbooks:

- A. The Rutter Group. Legal Secretary's Reference Guide. The Rutter Group, 2012.
- B. Heinrich-Wells. California Styles Manual and the Bluebook. Paradigm Publishing, 2012.

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