

# BUTTE COLLEGE

## COURSE OUTLINE

### I. CATALOG DESCRIPTION

**BCIS 60 - Advanced Legal Office Procedures**

**3 Unit(s)**

**Prerequisite(s):** NONE

**Recommended Prep:** BCIS 59 or Knowledge of legal terminology and legal forms and Reading Level IV; English Level III

**Transfer Status:** CSU

51 hours Lecture

This course prepares the student for employment as an administrative assistant in a law office. Students are given specialized training to assist lawyers in litigation involving family, civil, personal injury, property damage, probate, and corporate law.

### II. OBJECTIVES

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

- A. Examine the components of the legal field and how the employee's role functions within that arena.
- B. Evaluate legal documents for appropriate content and accuracy.
- C. Explain the court process as it applies to the legal office environment.
- D. Evaluate potential clients to determine whether the law office is equipped to handle their needs.

### III. COURSE CONTENT

#### **A. Unit Titles/Suggested Time Schedule**

		Lecture	
<u>Topics</u>			<u>Hours</u>
1.	Law Office		5.00
2.	Office Duties		3.00
3.	History of Law		3.00
4.	The Court Structure		3.00
5.	Legal Research		7.00
6.	The Lawsuit		4.00
7.	Family Law		8.00
8.	Wills and Probate		5.00
9.	Corporations		5.00
10.	Criminal Law		5.00
11.	Summary Scenarios		3.00
Total Hours			51.00

### IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Guest Speakers
- C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- D. Research
- E. Review of Court Documents and Legal Forms

## **V. METHODS OF EVALUATION**

- A. Quizzes
- B. Projects
- C. Final Examination
- D. Tests

## **VI. EXAMPLES OF ASSIGNMENTS**

### **A. Reading Assignments**

1. Read an article from the Legal Secretaries Quarterly about Organizing Probate and Trust Asset Information. Present your findings in a one-page summary.
2. Review three Appeals Court decisions. Summarize the decision and include the correct citations.

### **B. Writing Assignments**

1. Using the case scenario provided, write a two-page brief utilizing appropriate English skills and proofreading techniques.
2. Based on the court transcript provided, prepare a formal appropriate order for submission.

### **C. Out-of-Class Assignments**

1. Using the California Styles Manual, define the correct citation style for the items provided by the instructor.
2. Using the Legal Office Procedures Manual, list the documents necessary for filing an adoption proceeding.

## **VII. RECOMMENDED MATERIALS OF INSTRUCTION**

### **Textbooks:**

- A. LSI, Inc. Legal Professionals Handbook. The Rutter Group, 2012.
- B. Sabin, William A. The Gregg Reference Manual. 11th Edition. McGraw-Hill/Irwin, 2011.

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