

**I. COURSE DESCRIPTION:**

- A. Department Information:  
Division: Business & Information Technology  
Department: Computer Information Technology  
Course ID: CIT 043  
Course Title: Legal Office Procedures  
Units: 3  
Lecture: 3 hours  
Laboratory: None  
Prerequisite: CIT 010 or CIT 009
- B. Catalog and Schedule Description:  
Specialized training for the legal office assistant including legal terminology; legal correspondence; professional relations with employers and clients; California Codes and court rules; and preparation and handling of legal forms. (Formerly OIS 150)

**II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One**

**III. EXPECTED OUTCOMES FOR STUDENTS**

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

- A. apply the correct use of legal terminology;
- B. set up legal correspondence;
- C. identify California Codes and court rules;
- D. prepare and handle legal forms.

**IV. CONTENT**

- A. The Law Office
  - 1. Human Relations in the Office
  - 2. Confidential Relationships
  - 3. The Attorney, The Legal Administrator; Legal Assistants; The Legal Secretary and the Legal Support Staff;
  - 4. Personal Qualifications
  - 5. Code of Ethics for Attorneys, Legal Assistants and Legal Secretaries
- B. Office Duties
  - 1. Telephone systems and Telephone Skills
  - 2. Calendaring
  - 3. Billing Procedures
  - 4. Photocopying
  - 5. Filing Systems
  - 6. Notarizing Legal Correspondence and Forms
  - 7. Mail Procedures, Zip codes, Postal Services, Other Delivery Services
- C. Computers and Office Systems
  - 1. The Use of Computers in the Law Office
  - 2. Computer Software
  - 3. Communication Networks
- D. Preparing :Legal Correspondence
  - 1. Legal Correspondence Styles
  - 2. Dictation and Transcription
- E. History of Law
  - 1. What is Law?
  - 2. Jewish Law and Roman Law
  - 3. Civil Law and Criminal Law

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4. Feudalism and English Common Law
5. Federal and State Law
- F. The Court Structure
  1. Jurisdiction
  2. Venue
  3. Officers of the Court
  4. The Jury
  5. Federal and State Courts
  6. Authority of the Court
  7. Statute of Limitations
  8. Filing Procedures, Court Forms and Filing Fees
- G. Litigation Procedures
  1. General Preparation
  2. Guidelines for Preparing Legal Documents
  3. Signature Variations
  4. Legal Cap Documents
- H. The Lawsuit: Preparations for Trial
  1. General Litigation Information
  2. Law-Client Relations
  3. Definition of a Lawsuit
  4. Commencing a Legal Action
  5. Defendant's Pleadings
- I. The Lawsuit: Litigation and Discovery Procedures
  1. The Default
  2. Discontinuance and Dismissal
  3. Discovery proceedings and Devices
  4. Notifying Witnesses and Adverse Parties
  5. Pretrial Procedures
  6. Concluding Procedures
- J. Family Law
  1. Marriage, Divorce and Dissolution of Marriage
  2. Community Property and Quasi-community property
  3. Adoption, Guardianship and Conservatorship
- K. Wills, Trusts and Probate
  1. Estate Planning
  2. Wills: Formalities in Making a Will, Who Can Make a Will, and Types of Wills
  3. Trusts
  4. Probate
  5. Procedural Steps for the Administration of Probate
  6. Administration of the Estate
- L. Real Estate
  1. Classification of Property
  2. Property Description
  3. Ownership of Property
  4. Real Estate Transactions: Deeds, Mortgages, Deeds of Trust, Recording Documents, and Leases
  5. Eviction of a tenant
- M. Criminal Law
  1. What is Criminal Law?
  2. Criminal Procedures
  3. Criminal Acts
  4. Proof of Crimes
  5. Arrests
  6. Defenses to Crimes

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- N. Legal Research
  - 1. U.S. Legal System
  - 2. The Law Library
  - 3. Classification of Legal Research
  - 4. Legal Citations
  - 5. The Internet
- O. Getting a Job
  - 1. Sources of Employment
  - 2. Applying for a Job: The Cover Letter, Preparing for the Interview
  - 3. Starting Your First Job: Growing Professionally and Success on Your First Job

**V. METHODS OF INSTRUCTION:**

- A. Lecture
- B. Teacher demonstration
- C. Directed discussion and discovery
- D. Computer assisted instruction
- E. Simulations

**VI. TYPICAL ASSIGNMENTS:**

- A. Reading
  - 1. Be prepared to define and spell correctly the legal terms at the end of the chapter.
- B. Problem-solving and Performance
  - 1. Henry and Dolores Doe married on 10/1/1966 and filed for Dissolution of Marriage on 6/22/89. Determine the length of marriage.

**VII. EVALUATION(S)**

- A. Students are evaluated on their ability to apply course concepts to what they read or experience.
- B. Methods of Evaluation
  - 1. Graded Assignments
  - 2. Examination and quizzes: Objective and Essay
    - a. Typing examination question: Define the term Conform and how it is used in a legal office.
  - 3. Project Examination
    - a. Create a mail merge shell document with variables to be used to schedule depositions for six individuals in the Roe vs. Smith case.
- C. Frequency of Evaluation:
  - 1. Minimum of two examinations (objective and/or essay)
  - 2. Quizzes at the end of each chapter
  - 3. Minimum of three (3) final projects
  - 4. Throughout the course the instructor provides feedback on the students' problem-solving skills.

**VIII. TYPICAL TEXT(S)**

Morton, Joyce. Legal Office Procedures, New Jersey, NJ: Prentice Hall, 2000.  
Roderick-Bolton, Wanda. Legal Studies: Terminology and Transcription. Cincinnati, OH: South Western, 2000.  
Cummings, Robert. Legal Office: Concepts and Procedures. Cincinnati, OH: South Western, 2001.

**IX. OTHER SUPPLIES REQUIRED OF STUDENTS:**

Two (2) high-density, double-sided 3.5" disks