

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore, <http://www.labette.edu/bookstore>, for the required texts for this class.

COURSE NUMBER

O TEC 138

COURSE TITLE

LEGAL OFFICE APPLICATIONS

SEMESTER CREDIT HOUR:

3

DEPARTMENT:

Business Administrative Technology

DIVISION:

Career Technical Education

PREREQUISITE:

O TEC 106 Formatting

REVISION DATE:

January 2016

COURSE DESCRIPTION:

Through a realistic job simulation, the student is introduced to secretarial duties performed in a small law firm. The student will produce and format various legal documents, become familiar with terminology used in the legal profession, machine transcribe legal correspondence, and get an overall view of the day-to-day operating procedures of a legal office. In addition, the student will be asked to prepare a formal job description of a legal assistant.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Describe the qualifications, duties, and responsibilities of a legal administrative assistant.

- Prepare an official job description for a Legal Administrative Assistant.
- Show improvement between a pre-assessment and post-assessment on legal administrative assistant.

2. Perform administrative duties such as organizing files, preparing attorney's schedule, and maintaining a word processing log.

- Organize office files and client files.
- Prepare word processing log.
- Prepare attorney's schedule using electronic calendar.
- Prepare client billing.

3. Transcribe legal correspondence and legal documents.

- Type, edit or transcribe legal correspondence.
- Type, edit or transcribe real estate documents.
- Type, edit or transcribe litigation documents.
- Type, edit or transcribe wills and probate documents.
- Type, edit or transcribe corporate documents.

4. Develop skill in word processing.

- Use Pleadings Wizard to create pleadings.

5. Manage time effectively in order to meet deadlines.

- Turn work in by due dates.
- Make good use of time by attending class and working outside of class (overtime).

6. Perform workplace competencies