

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer course A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: OIS 210 Law Office Procedures I

UNIT VALUE: 3 units

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE REQUIREMENTS:

PREREQUISITE: None.

COREQUISITE: None.

RECOMMENDED PREPARATION: A minimum grade of "C" in OIS 102 and LS 121 or PLS 121

SCOPE OF COURSE: Specialized vocabulary and training for the legal secretary, legal assistant, or paralegal including legal terminology, basic legal office procedures, basic court structure and procedures, legal document preparation, fast-track rules, automated legal office procedures, and legal research.

Offered in fall semester, night only.

SPECIFIC COURSE OBJECTIVES: Successful students will

1. demonstrate knowledge of basic legal terminology;
2. identify the various aspects and functions of the law office and the legal support staff's role within the law office structure;
3. prepare a variety of legal documents;
4. compare and contrast various methods of document control and filing systems to streamline repetitive functions, analyzing the best method to use;
5. apply office automation skills;
6. acquire and apply necessary research skills;

7. cite cases and codes;
8. demonstrate knowledge of the California State Court System, with specific emphasis on the San Diego County Court System.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. INTRODUCTION TO THE ROLE OF THE LEGAL SUPPORT STAFF
- II. BASIC OFFICE PROCEDURES/BASIC COURT PROCEDURES
- III. LEGAL TERMINOLOGY
- IV. DOCUMENT PREPARATION
 - A. Summons
 - B. Summons–Unlawful Detainer
 - C. Proof of Service–Summons
 - D. Complaint
 - E. Notice and Acknowledgment of Receipt
 - F. General Denial
 - G. Answer
 - H. Request for Entry of Default
 - I. Subpoena
 - J. Discovery
 - K. Request for Dismissal
 - L. Judgment
 - M. Document Control Sheets
 - N. Certificates
 - O. Substitution of Attorney
 - P. Family Law Forms
 - Q. Real Estate Forms
- V. AUTOMATED LAW OFFICE
 - A. File Control
 - B. Masters
 - C. Directories and Sub/directories
 - D. Billing Systems
 - E. Docketing
- VI. LEGAL RESEARCH/CITATIONS
 - A. Types of Books
 - B. Updating
 - C. Citations
- VII. COURT STRUCTURE
 - A. Jurisdiction vs. Venue

- B. California Courts
- C. San Diego County Court System
- E. Appeals

REQUIRED READING:

Wood, Sherri L., CCLS. Basic Law Office Management Procedures (San Diego County). Third Edition. Valley Center: SLW Publications, 1998.

SUGGESTED READING:

Legal Secretaries, Inc. Law Office Procedures Manual. First Edition. Encino: The Rutter Group, 1998.

Hazlewood, Marlene. The California Legal Secretary. First Edition. Santa Ana: James Publishing, Inc., 1998.

REQUIRED WRITING: Students will prepare captions, compose letters, and compose and order standard paragraphs to develop a specific legal document.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes. Activities will include chapter readings, assignments, projects, and exams. Students may visit and observe a local law office; in addition, students may visit the law library for research.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily

on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS: (include methods of determining whether the stated objectives have been met by students):

Assignments/Projects	40%
Quizzes/Tests	40%
Final Exam	20%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes ___ No X Number of times course may be taken for credit: 1.

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763, and 58161 which qualifies course as repeatable:

CONTACT PERSON: Judy Dolan, x2875.

*I certify that this course meets all the minimum requirements for A.A. degree applicable courses.

Course outlines of record should be reviewed regularly and revised as necessary.

NOTE: Some revisions to course outlines of record require Curriculum Committee approval, others may not. Please consult your dean or the Instruction Office if you need assistance.