

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 215 Law Office Procedures II

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 210

SCOPE OF COURSE: Specialized vocabulary, training, and office administration for the legal secretary, legal assistant, or paralegal including civil procedure and the latest fast-track rules; unlawful detainer; family law; probate; corporations; and real estate transactions. *This course offered in Spring semester, night only.*

SPECIFIC COURSE OBJECTIVES: Successful students will:

1. define and apply specialized legal terminology specific to the law office;
2. identify the various aspects of specialized law 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 specific to the law office;
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. COURT STRUCTURE
- II. CIVIL PROCEDURE
- III. UNLAWFUL DETAINER
- IV. FAMILY LAW
- V. PROBATE
- VI. CORPORATIONS
- VII. REAL ESTATE TRANSACTIONS
- VIII. FILING COURT DOCUMENTS
- IX. CALENDARING
- X. SPECIALIZED OFFICE AND COURT PROCEDURES

REQUIRED READING:

Legal Secretaries, Incorporated. Law Office Procedures Manual. Third Edition. Encino: The Rutter Group, 1998.

SUGGESTED READING:

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

REQUIRED WRITING: Students will prepare captions, and compose and order standard paragraphs to develop specific legal documents. A variety of single- and multi-page forms will also be prepared.

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.