

CABOT162 : Legal Office Procedures

General Information

Author:	<ul style="list-style-type: none">Sophia Possidon
Course Code (CB01) :	CABOT162
Course Title (CB02) :	Legal Office Procedures
Department:	CABOT
Proposal Start:	Fall 2022
TOP Code (CB03) :	(0514.10) Legal Office Technology
CIP Code:	(22.0301) Legal Administrative Assistant/Secretary.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000309160
Curriculum Committee Approval Date:	Pending
Board of Trustees Approval Date:	Pending
Last Cyclical Review Date:	09/01/2020
Course Description and Course Note:	CABOT 162 is a course offering specialized training in preparation of legal paperwork and forms, development of specialized vocabulary and spelling, familiarization with law office routines, and other legal procedures.
Justification:	New Course NT FR
Academic Career:	<ul style="list-style-type: none">Credit
Mode of Delivery:	No value
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	54

Laboratory	0
Studio	0
Total	54

Course Out-of-Class Hours

Lecture	108
Laboratory	0
Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

CABOT210 - Keyboarding & Document Processing II (in-development)

Objectives

- Format various styles of letters, memos, reports, short documents and statistical documents;
- work toward meeting preset speed and accuracy goals in each lesson;
- demonstrate skills in the use of punctuation, grammar, proofreading, spelling, footnotes, word division and enumerations;
- use memory features such as naming, creating, storing, editing, printing, and deleting files;
- demonstrate keyboarding skills at a minimum of 40 wpm.

AND

Advisory

CABOT265 - Microsoft Word I

(concurrent enrollment in or completion of CABOT 265)

AND

Advisory

CABOT101 - Business Office Procedures

Objectives

- Use office procedures such as sorting mail, answering telephones, filing and processing documents;
- work as an effective team member to complete office projects;
- use the Internet to complete office tasks such as travel arrangements and mail.

Entry Standards

Entry Standards	Description
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use the need for interpersonal relationships with employers and peers in the office environment;	CABOT 101
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prioritize assigned tasks;	CABOT 101
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use library databases to research an office topic.	CABOT 101
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generate text;	CABOT 265
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form and apply paragraph organization techniques;	CABOT 265
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assess readiness to take the core certification test.	CABOT 265
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Course Limitations

Cross Listed or Equivalent Course	Description
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No value	No value
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Specifications

Methods of Instruction	
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Methods of Instruction	Collaborative Learning
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Methods of Instruction	Lecture
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Methods of Instruction	Multimedia			
Methods of Instruction	Demonstrations			
Out of Class Assignments				
computer and written assignments (e.g. generate reports, complete coding assignments and claim forms, write letters, and develop charts).				
Methods of Evaluation	Rationale			
Exam/Quiz/Test	quizzes;			
Exam/Quiz/Test	midterm examination;			
Exam/Quiz/Test	final examination.			
Textbook Rationale				
No Value				
Textbooks				
Author	Title	Publisher	Date	ISBN
No Value	No Value	No Value	No Value	No Value
Other Instructional Materials (i.e. OER, handouts)				
No Value				
Materials Fee				
No value				

Learning Outcomes and Objectives
Course Objectives
Use a variety of legal office procedures to perform such tasks as sorting mail, answering telephones, and filing and processing documents;
work as an effective law office team member;

analyze case procedures.

use legal research systems;

develop legal office calendars and court dockets;

SLOs

Identify the role of support personnel in various types of law offices

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
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<i>CABOT</i> General Office - A.S. Degree Major	Use a variety of office procedures to perform such tasks as sorting mail and answering telephones; filing and processing documents; edit and revise memos, e-mails, letters and reports. The student will be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees, including communicating with clients verbally face-to-face and over the telephone.
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<i>CABOT</i> General Office - Certificate	Use a variety of office procedures to perform such tasks as sorting mail and answering telephones; filing and processing documents; edit and revise memos, e-mails, letters and reports. The student will be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees, including communicating with clients verbally face-to-face and over the telephone.
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Prepare a variety of legal forms and other law office communications and analyze case procedures

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
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	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
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	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
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<i>CABOT</i> General Office - A.S. Degree Major	Perform basic operations in Word, Excel, Access, and PowerPoint; compose entry-level correspondence using appropriate business language and cohesive, grammatically correct sentences; become familiar with Global information systems and be able to sign on to an account and use common utilities including e-mail, Gopher, and Web browsers to search a variety of databases for information.
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Course Content

Lecture Content

Introduction--Legal Secretary vs. Other Secretaries **4 HOURS**

- Privileged communications and confidentiality laws
- Professional attitudes and responsibilities
- Salary potentials
- Work in various areas of law
- Special skills and training

United States Court Systems; California Court Systems; Los Angeles County Court System **4 HOURS**

Non-court Documents **4 HOURS**

Court Documents **6 HOURS**

Real Estate **4 HOURS**

Family Law **5 HOURS**

Criminal Law **3 HOURS**

Business Law **4 HOURS**

Probate **4 HOURS**

Defaults and Default Judgments **4 HOURS**

Governmental Agencies **3 HOURS**

Bankruptcy **2 HOURS**

Special Office Duties **4 HOURS**

Professional Associations, Testing, and Certification **3 HOURS**

Total Hours - 54