



COURSE OUTLINE : CABOT 162

D Credit – Degree Applicable

COURSE ID 005166

Cyclical Review: September 2020

COURSE DISCIPLINE : CABOT
COURSE NUMBER : 162
COURSE TITLE (FULL) : Legal Office Procedures
COURSE TITLE (SHORT) : Legal Office Procedures

CATALOG DESCRIPTION

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.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Recommended Preparation: CABOT 210 or equivalent, CABOT 101 and concurrent enrollment in or completion of CABOT 265 or equivalent.



COURSE OUTLINE : CABOT 162

D Credit – Degree Applicable

COURSE ID 005166

Cyclical Review: September 2020

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CABOT	101	Business Office Procedures	Use office procedures such as sorting mail, answering telephones, filing and processing documents;	Yes
2	CABOT	101	Business Office Procedures	use the need for interpersonal relationships with employers and peers in the office environment;	Yes
3	CABOT	101	Business Office Procedures	prioritize assigned tasks;	Yes
4	CABOT	101	Business Office Procedures	work as an effective team member to complete office projects;	Yes
5	CABOT	101	Business Office Procedures	use the Internet to complete office tasks such as travel arrangements and mail;	Yes
6	CABOT	101	Business Office Procedures	use library databases to research an office topic.	Yes
7	CABOT	210	Computer Keyboarding/Typing II	format various styles of letters, memos, reports, short documents and statistical documents;	Yes
8	CABOT	210	Computer Keyboarding/Typing II	work toward meeting preset speed and accuracy goals in each lesson;	Yes
9	CABOT	210	Computer Keyboarding/Typing II	demonstrate skills in the use of punctuation, grammar, proofreading, spelling, footnotes, word division and enumerations;	Yes
10	CABOT	210	Computer Keyboarding/Typing II	use memory features such as naming, creating, storing, editing, printing, and deleting files;	Yes
11	CABOT	210	Computer Keyboarding/Typing II	keyboard at a minimum of 40 wpm.	Yes
12	CABOT	265	Microsoft Word I	generate text;	Yes
13	CABOT	265	Microsoft Word I	form and apply paragraph organization techniques;	Yes
14	CABOT	265	Microsoft Word I	assess readiness to take the core certification test.	Yes



COURSE OUTLINE : CABOT 162

D Credit – Degree Applicable

COURSE ID 005166

Cyclical Review: September 2020

EXIT STANDARDS

- 1 Use a variety of legal office procedures to perform such tasks as sorting mail, answering telephones, and filing and processing documents;
- 2 work as an effective law office team member;
- 3 analyze case procedures.
- 4 use legal research systems;
- 5 develop legal office calendars and court dockets;

STUDENT LEARNING OUTCOMES

- 1 identify the role of support personnel in various types of law offices
- 2 prepare a variety of legal forms and other law office communications.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Introduction--Legal Secretary vs. Other Secretaries • Privileged communications and confidentiality laws • Professional attitudes and responsibilities • Salary potentials • Work in various areas of law • Special skills and training	4	0	4
2	United States Court Systems; California Court Systems; Los Angeles County Court System	4	0	4
3	Non-court Documents	4	0	4
4	Court Documents	6	0	6
5	Real Estate	4	0	4
6	Family Law	5	0	5
7	Criminal Law	3	0	3
8	Business Law	4	0	4
9	Probate	4	0	4
10	Defaults and Default Judgments	4	0	4
11	Governmental Agencies	3	0	3
12	Bankruptcy	2	0	2
13	Special Office Duties	4	0	4
14	Professional Associations, Testing, and Certification	3	0	3
				54



OUT OF CLASS ASSIGNMENTS

- 1 computer and written assignments (e.g. generate reports, complete coding assignments and claim forms, write letters, and develop charts).

METHODS OF EVALUATION

- 1 quizzes;
- 2 midterm examination;
- 3 final examination.

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
Law Office Procedures Manual		LSI. Sacramento: Rutter Group, 2007. Print.			The Rutter Group	ASIN: B00CRS8U LO.	2007