



BCIS 60 - Advanced Legal Office Procedures

Catalog Description

Transfer Status: CSU

Unit(s): 3.00

Lecture: 51.00 Contact hours/102.00 Out of class hours/153.00 Total hours/3.00 Unit(s)

Total: 51.00 Contact hours/102.00 Out of class hours/153.00 Total hours/3.00 Unit(s)

Course Description: This course prepares the student for employment as an administrative assistant in a law office. Students are given specialized training to assist lawyers in litigation involving family, criminal, probate, and corporate law.

Objectives

Upon successful completion of this course, the student should be able to:

1. Examine the components of the legal field and how the employee's role functions within that arena.
2. Evaluate legal documents for appropriate content and accuracy.
3. Explain the court process as it applies to the legal office environment.
4. Evaluate potential clients to determine whether the law office is equipped to handle their needs.

Course Content

Topic Titles / Suggested Time Topic

Lecture

<u>Topics</u>	<u>Lec Hrs</u>
Law Office	5.00
Office Duties	3.00
History of Law	3.00
The Court Structure	3.00
Legal Research	7.00
The Lawsuit	4.00
Family Law	8.00
Wills and Probate	5.00
Corporations	5.00
Criminal Law	5.00
Summary Scenarios	3.00
Total Hours:	51.00

Methods of Instruction

- A. Discussion
- B. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- C. Lecture

Methods of Evaluation

- A. Exams/Tests
- B. Research Projects
- C. Papers
- D. Class participation
- E. Written Assignments
- F. Group Participation

Examples of Assignments

Reading Assignments

1. Read an article from the Legal Secretaries Quarterly about Organizing Probate and Trust Asset Information. Present your findings in a one-page summary.
2. Review three Appeals Court decisions. Summarize the decision and include the correct citations.

Writing Assignments

1. Using the case scenarios provided, write a two-page brief utilizing appropriate grammar and proofreading techniques.

2. Based on the court transcript provided, prepare a formal appropriate order for submission.

Out-of-Class Assignments

1. Using the California Styles Manual, define the correct citation style for the items provided by the instructor.
2. Using the Legal Office Procedures Manual, list the documents necessary for filing a civil proceeding.

Recommended Materials of Instruction

LPI. (2024). Legal Secretary's Reference Guide. *LPI, California Edition*. 979-8335212922.

Minimum Qualifications

Business (Masters Required)

Business Education (Masters Required)

Court Reporting

Law (Masters Required)

Legal Assisting

Office Technologies

Created/Revised by: Sloan, Sandra

Date: 05/05/2025