

Course Outline
OFAD 121
Legal Document Processing
3 Semester Hours

The Community College of Baltimore County

Description

Legal Document Processing

Uses a self-paced structure to teach how to process legal documents using a computer; covers proper preparation of legal documents relevant to various areas of the law; explains legal terms and required legal language, formatting techniques, and clauses for each document.

Prerequisite: ENGL 101, OFAD 104, or consent of instructor. Corequisite: OFAD 228

Overall Course Objectives.

Upon completion of this course the student will be able to:

1. Develop a working knowledge of the hardware and software requirements needed for processing legal documents;
2. Become familiar with the common types of written communication of a law firm and how they are formatted;
3. Format legal documents correctly;
4. Prepare legal documents that pertain to various types of law practiced and identify their basic elements;
5. Explain the procedures required for preparing and processing legal documents that pertain to various types of the law; and
6. Increase awareness of the career opportunities available for legal secretaries/legal assistants.

Major Topics

1. Working in a legal office
2. Formatting of legal document
3. Pleadings
4. Discovery
5. Appellate Procedures
6. Dissolution of Marriage
7. Criminal law
8. Wills and Trusts
9. Contracts
10. Business Organizations
11. Real Estate

Course Requirements

Your final grade is based upon the total points earned on assigned Computer Activities and Chapter Tests.

Computer Activities	0 points (satisfactory completion)	
Chapter Tests	13 @ 20	260
Document Production Tests	4 @ 50	<u>200</u>
		460

Final Grade (based on total points earned) will be awarded as follows:

414 – 460 = A

368 – 413 = B

322 – 367 = C

276 – 321 = D

Below 275 = F

Other Course Information