



## BT 2620

**Division:** Business and Technology

**Department:** Business Technology

**Course:** BT 2620

**Title:** Legal Office Procedures

**Catalog Description:**

This course is designed to prepare students to work in a legal office. Students will learn the procedures, terminology, and formatting skills needed to function successfully in a typical law office. Students will transcribe mailable documents and will complete a legal simulation.

Taught Even Years

**General Education Requirements:** N/A

**Semesters Offered:** TBA

**Credit/Time Requirement:** Credit: 2; Lecture: 2; Lab: 0

**Clock/Hour Requirements:** 0

**Offered for Non-Credit:** Yes

**Prerequisites:** good English skills, BT 1420, BT 2350, BT 2490; BMGT 1320

**Justification:**

This course is a Core course for Business Technology majors working toward an Associate of Applied Science degree as a legal secretary; however, this class may be taken by any student with the prerequisites who has a desire to learn about legal office procedures. Students who desire to pursue a career in a law office must know the proper document formats, terminology, and procedures in order to be successful.

**Student Learning Outcomes:**

In successfully completing this course, students will:

- Apply knowledge of word processing features to efficiently format and produce legal documents.
- Operate a transcribing machine efficiently.
- Key mailable materials directly from dictation tapes.
- Follow day-to-day operating procedures of a legal office--including organizing and maintaining office files; maintaining a calendar of work to be done (court dates, statute dates, and appointments); and preparing legal documents.
- Understand and correctly use legal terminology.

**Content:**

Course contents include:

- An overview of the responsibilities of a legal secretary.
- An introduction to and background information on this complex field.
- An introduction to court structure, including organization of the courts.
- Instructions for preparing legal documents and forms.
- Legal terminology.
- An introduction to the following: family law, divorce, adoptions, wills and probate, corporation, real estate, and criminal law.
- Preparing to secure a position as a legal secretary.

### **General Education Outcomes:**

- 4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media. Students who successfully complete this course will retrieve data from a variety of electronic media sources. Students will read and evaluate information to accomplish the given task. Students will proofread for content and format, making corrections based on legal terminology and formatting guidelines, which are reviewed in class. Documents will be submitted in both electronic and paper form.

### **Applied Education Outcomes:**

- 1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study. Students will learn basic legal processes, terminology, and concepts to be used in the legal office environment.

### **Key Performance Indicators:**

Assessment of student performance:

- Students will be graded on class assignments which demonstrate the ability to transcribe legal materials and demonstrate skills needed in a legal office employment situation: 80 percent of final grade.
- Students will be graded on quizzes and exams: 20 percent of final grade.

Percentages are approximate.

### **Representative Text and/or Supplies:**

Lyle, Linda R. and G. Howard Doty, *Legal Transcription*, Current Edition, Paradigm.

**Optimum Class Size:** 12

**Maximum Class Size:** 19

**Signatures:**

I hereby submit this course syllabus:

---

Lisa Anderson, MS, Associate Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

---

Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

---

Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

---

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

---

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)