

# COURSE OUTLINE

**OFFI-281**

**Legal Document Preparation**

**2 Semester Hours**

## HOWARD COMMUNITY COLLEGE

### Description

After successful completion of this course, the student will be able to prepare various legal forms and documents using Microsoft Word. Included is an introduction to legal terminology and procedures. This course may be completed in fewer than 14 weeks and may be started at any time during the fall, winter, and spring semesters. All of the work for this course (except tests) may be done outside of class if the student has compatible word processing software. Prerequisite: CMSY-104.

### Overall Course Objectives

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

1. Use Microsoft Word to prepare legal documents accurately and in an acceptable format.

### Major Topics

1. Written Communications
2. Formatting Legal Documents
3. Pleadings and Related Documents
4. Discovery
5. Appellate Procedures
6. Dissolution of Marriage
7. Guardianships
8. Criminal Law
9. Wills and Trusts
10. Contracts
11. Business Organizations
12. Real Estate
13. Bankruptcy

### Course Requirements

Grading/exams: Specific assignments and procedures for evaluating student performance in the class (i.e., grading) will be described in the individual class syllabus, but will include the following:

1. Written tests
2. Computer hands-on tests
3. Projects

### Other Course Information

*Call 410-772-4876 between 9:00 a.m. and 3:00 p.m. for more information about this course or to register for this course*