

# COURSE OUTLINE

## OFFI-285 Legal Office Simulation 3 Semester Hours

### HOWARD COMMUNITY COLLEGE

#### **Description**

After successful completion of this course, the student will be able to demonstrate proficiency in general office procedures including telephone technique, postal services, work priority schedules and planning meetings and travel arrangements. The student will be able to keep client financial records and appointment schedules, explain the purpose of various legal documents, and prepare them with little assistance. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. All of the work for this course (except tests) may be done outside of class. Prerequisites: CMSY-101, CMSY-103, CMSY-104, CMSY-116, CMSY-126, and OFFI-281.

#### **Overall Course Objectives**

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

1. Explain the career opportunities available to a legal office assistant and career qualifications needed to obtain various jobs.
2. Recognize the importance of good public relations in the law office.
3. Recognize and explain the guidelines for the use and preparation of court and non-court documents.
4. Properly set up legal correspondence.
5. Handle incoming and outgoing telephone calls courteously and efficiently.
6. Manage incoming and outgoing mail.
7. Use shortcuts that will make the legal office assistant's work more efficient.
8. Set up and control a suitable filing system for a legal office.
9. Keep day-to-day records of appointments and financial records.
10. Arrange business trips, meetings and conferences.
11. Prepare legal documents using Microsoft Office software.

#### **Major Topics**

##### Legal Office Duties

1. The Court Structure
2. Legal Research
3. Litigation
4. Family Law
  - a. Divorce
  - b. Adoptions
  - c. Guardianship and Conservatorship

5. Wills, Trusts, and Probate
6. Business Organizations
7. Real Estate
8. Criminal law

#### General Office Duties

1. Telephone Technique
2. Mail Procedures
3. Travel Arrangements
4. Filing Systems
5. Meetings and Conferences
6. Calendars
7. Receptionist Duties
8. Financial Records
9. Preparing Legal Documents and Correspondence

#### 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.*