



LEGAL DOCUMENT FORMATTING

Course Syllabus

Date 1/9/12

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COURSE NUMBER: AOT 213

PREREQUISITE(S): CPT 101, BUS 121 and AOT 141 with a minimum grade of "C" or better

CO-REQUISITE(S): AOT 144 and AOT 214

COURSE DESCRIPTIONS This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production.

TEXTBOOK(S): Ernst, Lynda D. and Kolbinger, Susan M. Legal Editing and Proofreading: Applying Critical Thinking and Language Skills. MN: Paradigm, 2012. ISBN: 978-0-76384-411-0

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: One (1) USB/jump drive
Portfolio folder for submitting assignments to the instructor

METHOD OF INSTRUCTION: The data projection system, a whiteboard and the computer will be used to teach this course. Students will key documents and production work using a computer.

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

GRADE CALCULATION METHOD:

Chapter Tests	=	50%
Computer Activities	=	30%
Final Exam	=	20%
	=	<u>100%</u>

ATTENDANCE POLICY:

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with

outlines the make up of activities and assignments.

**CLASSROOM
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**CLASS/LAB
PROCEDURES:**

A grade of “C” or better is required before credit for this course can be applied toward the Legal Administrative Specialist certificate or Office System Technology degree.

Chapter Tests will come from textbook content. Test format will be a combination of Matching, True/False and Multiple Choice questions about legal terms and legal concepts covered in the current chapter. **READ** your assigned chapter. Prior notice for a missed test must be provided to your instructor. You must e-mail, call (592-4844) or leave a voice mail message identifying you are unable to attend class **prior** to the class meeting in order for a test to be rescheduled. If another commitment causes you to miss a test, you must e-mail the instructor **prior** to the test date documenting the date you will miss class and request a reschedule in the Testing Center..

Computer activities have been assigned for AOT chapters. Some exercises will require you to use the CD provided with your textbook or instructor. You will modify or create various legal documents.

A cumulative final exam will test knowledge of legal terms and legal concepts covered in all chapters of the textbook.

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS: Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Program Department Director

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Program Department Chair

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Inclement Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

**COURSE OUTCOMES
& OBJECTIVES:**

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

- I. Computers in the legal office
 1. Discuss and introduce computer systems, environments and applications used in the legal office
- II. Written communications
 1. Discuss and create standard business letters, envelopes and memoranda's for the legal office
 2. Analyze the elements of legal business communications
- III. Preparation of legal documents
 1. Discuss legal documents
 2. Type legal papers according to accepted rules and procedures
 3. Type information onto preprinted legal forms in an acceptable manner
 4. Proofread accurately
 5. Be familiar with procedures for typing documents acceptable to the local court system
 6. Investigate the role of Notary Public
- IV. Civil litigation
 1. Introduce litigation terminology
 2. Analyze and prepare civil litigation documents
 3. Visit the law library and perform case precedence research
- V. Substantive law
 1. Introduce legal terminology
 2. Analyze and prepare substantive law documents
- VI. Speed in preparation of documents
 1. Type a minimum of 30 words or better with 2 or less errors in keyed text