

wills and estates and introduce concepts of family law. Students will develop familiarity with legal documents set forth in the court guidelines. Speed, accuracy, as well as proofreading and correction skills will be fundamental in the evaluation of legal documents prepared.

GOALS:

- To gain the knowledge required to function effectively in a productive and efficient law office environment
- To develop a basic knowledge of the legal secretary/assistant’s clerical and practical duties required in a law office
- To develop and apply the procedures involved in estate planning and in the creation of estate documents
- To develop basic legal knowledge and understanding of family law.

OBJECTIVES:

The student will:

- recognize what it means to dress, act, and behave professionally
- recognize and apply effective phone, voice-mail, and e-mail techniques
- describe the concept of effective time management
- formulate plans to efficiently manage their time
- perform and apply common billing practices and the mechanics of law office time keeping
- illustrate the mechanics of effective file management
- recognize, evaluate, and justify the realities of office politics
- recognize, evaluate, and apply methods to work effectively with “challenging” clients, attorneys, and colleagues.
- identify and apply the rules of estate planning and prepare law office documents.
- identify and define the concepts and terminology involved in family law.
- develop expertise in keying legal material – improving keying skills in both speed and accuracy

GRADING:

Assignments	25%
Quizzes & Tests	40%
Professionalism	5%
Final Exam	30%

What is Professionalism?

The students will demonstrate professionalism and job success skills through:

- Timely completion of work
- Maintaining a high standard of work
- Ability to work both independently and collaboratively

TRANSFERABILITY:

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

STATEMENT ON PLAGIARISM:

The instructor reserves the right to use electronic plagiarism detection services. Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

Administrative Technology Department Grading Conversion Chart			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4	90 – 100	EXCELLENT
A	4	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	76 – 79	
B	3	73 – 75	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C⁻	1.7	60 – 63	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL