

Miami-Dade Community College
OST 2431 - Legal Office Procedures

Course Description:

The Legal Office Procedures course will provide training in the procedures for preparing and processing legal documents and court papers. Students will perform legal office activities by applying correct legal terminology, following standard legal procedures for the functions of the court system, and employing techniques used in conducting legal research.

3 Credits

Prerequisites: OST 1110, OST1110L, OST1702, OST2436

Course Competencies:

Competency 1: The student will demonstrate a knowledge of the Law Office by:

- a. Learning the different positions and qualifications of the law office personnel.
- b. Demonstrating the appropriate business behavior, office procedures and duties of the legal support staff.
- c. Utilizing the key computer software, applications, and telecommunications.
- d. Preparing and formatting legal correspondence through proper dictation taking and accurate transcriptions.

Competency 2: The student will apply litigation procedures by:

- a. Preparing legal documents using proper formatting and language usage.
- b. Developing and maintaining litigation procedures.
- c. Preparing pleadings and other prevalent civil court documents.

Competency 3: The student will demonstrate knowledge in substance law by:

- a. Identifying the appropriate language and procedures in family law, wills, trusts, probate, and criminal law.
- b. Explaining the different forms of business organizations such as sole proprietorship, partnership and corporation.
- c. Understanding types of real estate, notes, deeds and related recording documents.
- d. Preparing the above documents using appropriate word processing format.
- e. Increasing understanding of procedural sequence.

Competency 4: The student will apply critical thinking skills by:

- a. Organizing routine tasks of a legal office.
- b. Following standard legal office procedures to create legal documents.
- c. Processing accounting operations used in a legal office.

Competency 5: The student will prepare for successful job search and placement opportunities by:

- a. Developing and executing appropriate business behavior and approaches.
- b. Performing job search through warm and cold contacts by face-to-face, phone or the internet.
- c. Preparing targeted and untargeted resumes and cover letters.
- d. Developing strong interview skills by participating in mock interviews.
- e. Scheduling interviews and performing post-interview follow-ups.
- f. Continuing self and professional development efforts for continued growth and promotion opportunities.

The mission of Miami-Dade Community College is to provide accessible, affordable, high quality education by keeping the learner's needs at the center of decision making and working in partnership with its dynamic, multi-cultural community.