

Miami-Dade Community College
OST 2436--COURT PROCEDURES AND LAW TERMS

Course Description: The course content includes information relating to the daily role of the legal office administrator and court reporter and the terminology used in the legal profession.

3 Credits

Course Competencies:

Competency 1: The student will demonstrate knowledge of legal terminology by

- a. pronouncing legal terms correctly.
- b. using legal terms correctly in sentences.
- c. matching legal terms to their definitions

Competency 2: The student will demonstrate knowledge of the role of the legal office administrator or court reporter by

- a. defining and explaining the types of legal office and/or court reporting positions.
- b. explaining the rules for preparing legal documents or preparing a transcript.
- c. demonstrating professional conduct by following the code of professional ethics.
- d. defining and explaining the criminal justice system and relations with the Court, clerk, bailiff, and attorneys.
- e. using a variety of research methods to find answers to questions that could arise when preparing legal documents or preparing a transcript.

Competency 3: The Student will participate in court related activities by

- a. visiting civil and criminal courts and/or legal offices.
- b. listening to guest speakers.
- c. participating in mock trials.
- d. acting out different roles in various types of proceedings.

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.