



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-2010

NEXT REVIEW: 2014-2015

STATUS: Active

COURSE TITLE: Legal Office Techniques I

COMMON COURSE NUMBER: OST 2431C

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture: 24 Lab: 24

Clinic:

Other:

PREREQUISITE(S): OST 1100L

COREQUISITE(S): NONE

PRE/COREQUISITE(S): NONE

COURSE DESCRIPTION: This course provides an introduction to the history of law and court structure and an in-depth study of legal terminology.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area

General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area

General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

1. Court Systems and Jurisdiction
2. Criminal Law
3. Law of Torts
4. Law of Contracts
5. Law of Personal Property and Agency
6. Law of Wills and Estates
7. Law of Real Property
8. Family Law
9. Business Organization and Bankruptcy

EVALUATION:

Students may be evaluated using a combination of the following:

Quizzes, Exams, Tests, Performance in state, regional, and local competitions, Presentations, Portfolios, Discussions, Class Participation, Attendance, Projects, Co-ops, Internships, Practicums, Externships, and Research Reports.

UNITS

Unit 1

General Outcome:

- 1.0 The student shall: be able to explain the organization and jurisdiction of the various court systems.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Define the terminology used with court systems.**
- 1.2 Analyze the organization and jurisdiction of the federal court system.**
- 1.3 Analyze the organization and jurisdiction of the state court system.**
- 1.4 Demonstrate knowledge of other court systems within a state.**

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Common Course Number:

Unit 2

General Outcome:

- 2.0 The student shall: be able to demonstrate knowledge of terminology used for various areas of criminal law.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Understand the three broad classes of crimes.**
- 2.2 Explain Demonstrate knowledge of terminology of the elements of crimes against property.**
- 2.3 Correctly utilize terminology in documentation related to crimes against a person and homicide.**
- 2.4 Use terminology for crimes against morality.**

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Common Course Number: OST 2431

Unit 3

General Outcome:

3.0 The students shall: be able to demonstrate knowledge of terminology used in Law of Torts.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Define the elements of a tort action.**
- 3.2 Demonstrate knowledge of intentional torts of assault and battery, infliction of emotional distress, deceit, defamation, malicious prosecution, trespass and conversion..**
- 3.3 Understand the elements, degrees, and defenses used in the most common tort – negligence.**

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Unit 4

General Outcome:

- 4.0 The student shall: be able to demonstrate knowledge of terminology used in Law of Contracts.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Understand the various classifications of contracts.**
- 4.2 Demonstrate knowledge of contract requirements: consideration, writing essentials, defective agreements, and illegality.**
- 4.3 Show knowledge of the various methods of ending contractual obligations..**

Unit 5

General Outcome:

- 5.0 The student shall: demonstrate knowledge of terminology used in Law of Personal Property and Agency..**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Create documentation related to contracts for the sale of goods.**
- 5.2 Understand the use of bailments.**
- 5.3 Demonstrate knowledge of intellectual property, including patents, copyrights, trademarks, and trade secrets.**
- 5.4 Distinguish between the different kinds of agency relationships.**
- 5.5 Understand when and how various types of agents are used.**

Unit 6

General Outcome:

- 6.0 The student shall: demonstrate knowledge of terminology used in Law of Wills and Estates.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Describe who may make a will.**
- 6.2 Understand the requirements of drafting and executing a proper will.**
- 6.3 Explain methods of revoking a will, and the failure of legacies and devises, including lapse and ademption.**
- 6.4 Demonstrate knowledge of the principal clauses in a will.**
- 6.5 Show understanding of exceptional elements in a will, including spousal protection, dower and courtesy, pretermitted children, distinctive relationships, and the law of intestacy.**
- 6.6 Show knowledge of the types of personal representatives to a will.**
- 6.7 Understand the procedure for settling an estate.**
- 6.8 Show knowledge of various kinds of trusts and parties to a trust.**

Unit 7

General Outcome:

- 7.0 The student shall: demonstrate knowledge of terminology used in Law of Real Property.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 Explain the various estates in real property that are available to property owners.**
- 7.2 Show understanding of co-ownership of real property and the methods of acquiring title to real property.**
- 7.3 Explain the following:**
- 7.3.1 law relating to airspace and water rights**
 - 7.3.2 easements**
 - 7.3.3 restrictions**
 - 7.3.4 zoning regulations**
 - 7.3.5 landlord and tenant**
- 7.4 Demonstrate knowledge of different types of deeds and requirements for a valid deed.**
- 7.5 Show understanding of title search procedures.**

Unit 8

General Outcome:

8.0 The student shall: demonstrate knowledge of terminology used in Family Law.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

8.1 Explain prenuptial contracts and marriage formalities.

8.2 Explain the difference between an annulment and dissolution of marriage.

8.3 Understand the principal grounds for divorce.

8.4 Show understanding of the following elements in a divorce:

8.4.1 domicile and residence

8.4.2 foreign divorce

8.4.3 defenses to divorce actions

8.4.4 alimony

8.4.5 support and custody of children

Unit 9

General Outcome:

- 9.0 The student shall: demonstrate knowledge of terminology used in Business Organization and Bankruptcy.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 9.1 Define and spell legal terminology related to negotiable instruments.**
- 9.2 Demonstrate an understanding of the principal kinds of business organizations, including sole proprietorship, partnership, corporation, limited liability company, joint venture, and franchise..**
- 9.3 Demonstrate an understanding of the different types bankruptcy proceedings.**
- 9.4 Show knowledge of changes made by the U. S. Congress in regard to exemptions provided by the law of bankruptcy.**