



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-2010

NEXT REVIEW: 2014-2015

STATUS: A

COURSE TITLE: Legal Techniques II

COMMON COURSE NUMBER: OST 2432C

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture: 24

Lab: 24

Clinic:

Other:

PREREQUISITE(S): OST 2431

COREQUISITE(S): NONE

PRE/COREQUISITE(S): NONE

COURSE DESCRIPTION: A further study of legal terminology with emphasis on preparation and formatting court papers, legal instruments, and other legal office related documents.

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. General Office Procedures
2. Real Estate Transactions
3. Probate: Estate Administration
4. Family Law: Dissolution of Marriage
5. Discovery and Trial
6. Criminal Law
7. Corporations
8. Appellate Procedures

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.

Common Course Number: OST 2432

UNITS

Unit 1

General Outcome:

- 1.0 The student shall: be able to prepare and maintain general office documents including new account sheets, schedules, invoices, and memos.**

Specific Measurable Learning Outcomes:

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

- 1.1 Prepare travel and check requests**
- 1.2 Prepare conflict of interest policy, memo and form**
- 1.3 Calculate and prepare an invoice and settlement statement**
- 1.4 Prepare a New File Information Sheet**
- 1.5 Prepare an Agreement for Representation**
- 1.6 Compose and Prepare letters to clients**
- 1.7 Prepare interim and final billing statements**

Unit 2

General Outcome:

- 2.0 The student shall: be able to use real estate terminology to transcribe and/or prepare specific real estate documents.**

Specific Measurable Learning Outcomes:

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

- 2.1 Prepare client engagement letter**
- 2.2 Prepare Quiet Title Complaint**
- 2.3 Prepare Warranty Deed**
- 2.4 Prepare Bill of Sale**
- 2.5 Prepare No-Lien Affidavit.**
- 2.6 Prepare pre-closing checklist**

Unit 3

General Outcome:

- 3.0 The student shall: use estate administration terminology and complete follow-up procedures in family, summary and formal estate administrations.**

Specific Measurable Learning Outcomes:

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

- 3.1 Prepare a Last Will and Testament.**
- 3.2 Prepare a Living Will.**
- 3.3 Prepare Financial Durable Power of Attorney.**
- 3.4 Prepare Durable Power of Attorney for Health Care.**
- 3.5 Prepare client correspondence.**
- 3.6 Research and report on different types of documents an attorney may use in preparing a client's estate planning portfolio.**

Unit 4

General Outcome:

- 4.0 The student shall: use terminology related to dissolution of marriage cases to identify, explain, and prepare pleadings in an uncontested and a contested dissolution of marriage case.**

Specific Measurable Learning Outcomes:

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

- 4.1 Prepare Petition for and Final Judgment of Dissolution of Marriage.**
- 4.2 Prepare a Summons.**
- 4.3 Prepare Interrogatories.**
- 4.4 Prepare Motion to Terminate Temporary Custody Agreement.**
- 4.5 Prepare Notice of Hearing.**
- 4.6 Prepare Motion to Appoint and Order Appointing Guardian Ad Litem.**
- 4.7 Prepare Petitioner's Financial Affidavit and Notice of Filing.**
- 4.8 Prepare Notice of Final Hearing.**
- 4.9 Prepare Marital Settlement Agreement.**
- 4.10 Prepare Quit Claim Deed.**

Unit 5

General Outcome:

- 5.0 The student shall: use terminology to identify, explain, and prepare discovery, pre-trial, and trial documentation..**

Specific Measurable Learning Outcomes:

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

- 5.1 Prepare Interrogatories.**
- 5.2 Prepare Request for Admissions.**
- 5.3 Prepare Notice of Taking Deposition.**
- 5.4 Prepare Subpoena for Deposition Duces Tecum.**
- 5.5 Prepare Joint Pretrial Stipulation.**
- 5.6 Prepare Pretrial Exhibit List.**
- 5.7 Prepare Jury Instructions.**
- 5.8 Prepare Verdict Form .**
- 5.9 Prepare Trial Subpoena.**

Common Course Number: OST 2432

Unit 6

General Outcome:

- 6.0 The student shall: use criminal terminology to prepare documents and pleadings in criminal cases.**

Specific Measurable Learning Outcomes:

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

- 6.1 Prepare Notice of Appearance.**
- 6.2 Prepare Written Plea of Not Guilty.**
- 6.3 Prepare Demand of Discovery."**
- 6.4 Prepare Motion to Suppress.**
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Unit 7

General Outcome:

- 7.0 The student shall: use corporate terminology, to complete paperwork to form a corporation, and perform other administrative tasks involved in legal work for corporations**

Specific Measurable Learning Outcomes:

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

- 7.1 Research information about incorporating a business in Florida.**
- 7.2 Prepare Articles of Incorporation.**
- 7.3 Prepare letter to secretary of state.**
- 7.4 Prepare organizational meeting minutes.**
- 7.5 Prepare corporation bylaws.**
- 7.6 Prepare stock certificates.**

Unit 8

General Outcome:

- 8.0 The student shall: be able to distinguish jurisdiction between the appellate courts and relate procedures, fees, and formatting particulars for the filing of appellate documentation.**

Specific Measurable Learning Outcomes:

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

- 8.1 Locate through the Internet official district court web sites and summarize the information**
- 8.2 Prepare a Notice of Appeal**
- 8.3 Prepare Designation to Reporter and Reporter's Acknowledgment**
- 8.4 Prepare Directions to Clerk**
- 8.5 Complete appellate brief**
- 8.6 Prepare a Table of Contents**
- 8.7 Prepare a Table of Authorities**