

COURSE SYLLABUS

LAST REVIEW	Fall 2021
COURSE TITLE	Legal Terminology and Document Preparation
COURSE NUMBER	BUSN 2204
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	22.0301
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	BUSN-0204 Business Law Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.
COREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

Legal Terminology and Document Preparation is a course which is designed to prepare students to create and maintain legal documents and to use legal terminology in the proper context. Students will acquire a working knowledge of the language and documents most commonly used in the legal profession. Course contents include: definitions, spellings and pronunciations of legal terms, and sample copies of routine legal documents and their uses. The course will emphasize using legal research resources to create professional legal documents.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will be able to:

- A. Define and correctly use, pronounce, and spell terms used in routine legal documents and the legal environment.
- B. Identify the purpose of selected forms and documents used in the legal profession.
- C. Follow proper procedures for producing, preparing, assembling, and distributing legal documents.
- D. Use the dictionary and other legal reference materials pertaining to the law.
- E. Proofread legal documents for content, spelling, punctuation, and form.

COURSE OUTLINE

1. Legal Terms
 - 1.1. Definition
 - 1.2. Usage
 - 1.3. Pronunciation
 - 1.4. Spelling
2. Application of Legal Terms
 - 2.1. Civil procedures
 - 2.2. Criminal law
 - 2.3. Real estate
 - 2.4. Probate
 - 2.5. Family law
 - 2.6. Contract law
 - 2.7. Corporate law
 - 2.8. Discovery procedures
 - 2.9. Latin terms
3. Court
 - 3.1. Requirements
 - 3.2. Procedures
 - 3.3. Court structure
 - 3.4. Local rules
4. Legal Documents
 - 4.1. Summons
 - 4.2. Complaint
 - 4.3. Answer
 - 4.4. Subpoena
 - 4.5. Affidavit of witness
5. Resource Materials
 - 5.1 Dictionary
 - 5.2 Other legal resources
6. Legal Document Preparation
 - 6.1. Transcriptions
 - 6.2. Document Preparation
 - 6.3. Proofreading for content, errors, form

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.