LEGAL DOCUMENT PROCESSING II
OT 229

Daily 8:30-9:20a.m. - 5 Credits

INSTRUCTOR

Susan Quinn
Office Number—21
Office Phone Number—527-4232

CATALOG DESCRIPTION

Includes legal typing experience typical of any law office including the use of legal
templates to complete the production of legal documents. Provides a legal procedures
background as well as legal terminology. Students continue improving speed and
accuracy rates as well as completing speed and accuracy diagnostic drills.

TEXTBOOKS

Legal Office Projects, by Diane Gilmore, PLS

COURSE OBJECTIVES

1. Demonstrate basic word processing program functions of saving and
   retrieving documents.

2. Demonstrate an increase of ten words per minute on speed and accuracy on
   straight-copy materials to develop employable skills within a legal office.

3. Product legal documents and correspondence with legal format, parlance, and
   vernacular. Develop ability to use legal templates to produce legal
documents.

4. Correctly spell, pronounce, and define legal terminology.

5. Key both court papers and legal instruments.

6. Prepare endorsements for legal documents, including the trifolds.

7. Compose and process general office and legal correspondence.
8. Post ledger sheets and prepare customer’s statements.
10. Organize jobs through to completion.
11. Trace the path of a legal document through the court system.
12. Proof all legal documents for mail ability.
13. Apply language correctly using proper grammar, structure, spelling, and pronunciation.

**CLASSROOM RULES**

1. All electronic communications devices must be turned off in the classroom. This includes cell phones, pagers, etc.

**METHODS OF EVALUATION**

1. **Projects**—Complete all Projects as assigned. Each Project will be graded for completeness and correctness. You will **NOT** be given an opportunity to redo any of these projects. **All Projects are due by the date indicated on the Course Outline. NO LATE WORK WILL BE ACCEPTED!** These Projects will be worth 70 percent of your final grade.

2. **Timed Writes**—You will be given at least six timed writes during the course of the quarter. These timed writes will be worth ten percent (10%) of your final grade. Grading for timed writes will be as follows:

<table>
<thead>
<tr>
<th>nwpm</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>61+</td>
<td>A</td>
</tr>
<tr>
<td>56-60</td>
<td>A-</td>
</tr>
<tr>
<td>51-55</td>
<td>B+</td>
</tr>
<tr>
<td>46-50</td>
<td>B</td>
</tr>
<tr>
<td>41-45</td>
<td>B-</td>
</tr>
<tr>
<td>36-40</td>
<td>C+</td>
</tr>
<tr>
<td>31-35</td>
<td>C</td>
</tr>
<tr>
<td>26-30</td>
<td>C-</td>
</tr>
<tr>
<td>21-25</td>
<td>D+</td>
</tr>
<tr>
<td>16-20</td>
<td>D</td>
</tr>
<tr>
<td>Below 16</td>
<td>F</td>
</tr>
</tbody>
</table>