LEGAL DOCUMENT PROCESSING II
OT 229

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

WINTER 2008

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:

   61+ nwpm = A  
   56-60 nwpm = A-  
   51-55 nwpm = B+  
   46-50 nwpm = B  
   41-45 nwpm = B-  
   36-40 nwpm = C+  
   31-35 nwpm = C  
   26-30 nwpm = C-  
   21-25 nwpm = D+  
   16-20 nwpm = D  
   Below 16 nwpm = F

3. **Final Exam**—This final exam will cover all the information that you learned in the class. This exam will be worth twenty percent (20%) of your final class grade.
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<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>94-100</td>
<td>A</td>
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<tr>
<td>90-93</td>
<td>A-</td>
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<tr>
<td>87-89</td>
<td>B+</td>
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<td>80-83</td>
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<td>67-69</td>
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<td>60-67</td>
<td>D</td>
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<tr>
<td>Below 60</td>
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