

**NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
AST 265 – LEGAL OFFICE PROCEDURES I (3 CR.)**

Course Description

Introduces general office procedures used in law offices and courts. Lecture 3 hours per week.

General Course Purpose

To prepare students for positions in the legal profession and/or to enlightened individuals interested in the legal office.

Course Prerequisites/Corequisites

Corequisite: AST 102 or equivalent

Course Objectives

Upon completing the course, the student will be able to:

- Discuss the different types of law
- Discuss and demonstrate the skills necessary for the legal environment
- Understand and demonstrate the way computers are used in the legal office
- Create and edit legal correspondence
- Explain the court filing procedures, forms, and fees
- Prepare for a lawsuit
- Prepare an answer to complaints, interrogatories; notice of disposition; notice to take deposition
- Prepare a subpoena and a verdict court form
- Discuss and explain the differences between divorce and dissolution of marriage; grounds for divorce, prenuptial agreements; guardianship and conservatorship
- Discuss and prepare documents related to wills, trusts, and probate
- Discuss sole proprietorship, partnerships, corporations, and limited liability companies
- Prepare a promissory note; discuss the difference between real and personal property
- Explain the procedures for evicting a tenant
- List the steps in a criminal procedure and prepare the documents for a criminal proceeding
- Interpret a citation

Major Topics to be Included

- Use of Computers in the Legal Office
- Preparing Legal Correspondence
- The Court Structure
- Preparing Legal Documents
- Preparing for Trial
- Litigation and Discovery Procedures
- Family Law
- Wills, Trusts, and Probate
- Business Organizations
- Real Estate
- Criminal Law
- Legal Research
- Getting a Legal Job