DIVISION OF WORKFORCE DEVELOPMENT AND TECHNICAL EDUCATION
COMPUTER AND OFFICE PROGRAMS
COURSE INFORMATION SHEET
OFT 258 – LEGAL STUDIES II

Gloria A. Morgan, Professor  Spring 2010
Office: 8-534  Phone: 585-292-3328
Office Hours: M, W 11-11:50; F 10-11:50  email: gmorgan@monreocc.edu

COURSE DESCRIPTION:
Legal Studies II is a survey course designed to introduce the following topics: the law
library, the court systems, law office management, litigation, torts/civil law, criminal law,
family law, estates, guardianships, and bankruptcy. Students will sharpen office skills
and software competency, and perform a variety of tasks in decision-making. Spring
semester only. Four class hours. (NOTE: Course may be taken before OFT 257.)
This is a web-enhanced course and all assignments must be submit through
ANGEL. Prerequisites: OFT 112 and OFT 141 or permission of instructor.

TOPICS:
1. The Law Library and Research
   a. Legal Research (computerized and traditional)
   b. Sources of Law
   c. Case Law
   d. Statutory Law
   e. Updating Legal Research
2. The Court Systems
   a. Structure of Federal, State, County, City and Town
   b. Statutes of Limitation
   c. Pleading Masters in State Courts
   d. Mediation and Arbitration
3. Law Office Management
   a. Staff Supervision
   b. Role of Office Administrator
   c. Qualifications
4. Litigation
   a. Rules Governing Document Preparation
   b. Parts of a Pleading
   c. Common Pleadings in the Litigation Process
   d. Discovery Process
   e. Appellant Procedures
5. Torts/Civil Law
   a. Nature of Torts
   b. Types of Negligence
   c. Defenses
   d. Liability
6. Criminal Law
   a. Role of the Legal Office Assistant
   b. Criminal Justice System
   c. Elements of Crime
   d. Trial Process
   e. Sentencing

7. Family Law
   a. Marriage
   b. Divorce
   c. Adoption

8. Estates and Guardianships
   a. Wills
   b. Trusts
   c. Guardianships

9. Bankruptcy
   a. General Overview of Bankruptcy
   b. Types of Bankruptcy
   c. Bankruptcy Procedures and Process

COURSE LEARNING OUTCOMES:
1. Identify and describe the organization of a law office.
2. Analyze and record relevant information related to court and non-court activities.
3. Generate and use legal research software and databases.
4. Determine the proper procedures and disposition of legal instruments, legal documents, and court documents

REQUIRED MATERIALS:
1. Legal Office Projects, 2e by Diane M. Gilmore
2. Legal Office: Concepts and Procedures by Robert Cummins
3. A Jump Drive to save all course work
4. Loose-leaf binder and pocket folders to hold handouts

PREREQUISITES: OFT 141—Grammar for the Office Professional and OFT 112 or permission of the instructor.

ATTENDANCE AND WITHDRAWAL POLICY: See Office Technology Department policy.

CONDUCT: You are encouraged to participate in classroom discussions in a courteous and civil manner. Please refrain from side conversations and behavior that may be distracting to your classmates and me.

GRADING/EVALUATION:
- 50% Tests
- 20% Homework, Questions
- 10% Class Participation
- 20% Research Paper
Homework and/or classwork will be graded as follows:
- Minor error 5 point deduction for each error
- Major error 10 point deduction for each error
- 50% reduction for lateness.

MAKEUP POLICY:
There is no makeup for exams.

CLASSROOM ETIQUETTE/EXPECTATIONS:
Electronic devices are not permitted in the classroom unless they are on vibrate or off (my preference). Should your device sound in any way, you will be asked to immediately leave and return on the next class meeting. No food/candy will be allowed in the classroom. Only drinks that have secure lids and/or caps will be permitted. Should you have any documented disability please inform me in writing before the end of the second class.

ACADEMIC HONESTY:
In accordance with MCC policies and regulations, an “F” will be recorded for the test or assignment on which cheating has been ascertained and shall be promptly reported in writing to the Department Chairperson and the Vice President for Student Affairs. Any form of academic dishonest will jeopardize your success in this class.

LEARNING CENTERS
Monroe Community College has a number of Learning Centers at Brighton (for example, Accounting, Math, Psychology, Writing, the Electronic Learning Center, etc.) and at Damon (for example, the Integrated Learning Center, Electronic Learning Center, etc.). Learning centers are staffed with instructional personnel and may be equipped with computers and software to assist students. It is recommended that students use the Learning Centers to get additional help with concepts learned in the classroom and with their homework. Please refer to your MCC student email to review your referral and objectives for your use of the Learning Center(s).

EMERGENCY CLOSING
If the College is closed or classes are cancelled due to inclement weather or some other emergency, all Rochester area radio and television stations will be notified no later than 5:30 a.m. or in the case of a mid-day decision, no later than 3:00 p.m. In addition, the home page on the MCC website (www.monroecc.edu) will display a message indicating the College is closed or classes are cancelled. Please do not call the College to avoid overloading the telephone lines.

In the event of an emergency, such as a campus evacuation or closure, severe weather alert, fire in a building, hazardous material incident, etc., where time-sensitive, proactive actions need to be communicated, the SUNY NY-Alert system will be utilized to provide immediate notification to all MCC students and employees who have opted to receive such alerts. Those who sign up for SUNY NY-Alert can choose to receive emergency messages via a variety of communication technologies, such as e-mail.
(college and/or personal accounts), and audio and/or text message to a campus, home or cell phone, fax, etc. For more information on SUNY NY-Alert, including how to sign up, please visit http://www.monroecc.edu/depts/pstd/NYAlert.htm.

Class cancellation information is available daily on the web or through the telephone. Simply go to the MCC website (www.monroecc.edu) and under the “Quick Links” window on the homepage, click on “Class Cancellations”. Additionally, class cancellation information is available by dialing 292-2066, press “1” for the Brighton Campus and “2” for the Damon Campus. If possible, please use the web as there could be delays in the voice recordings based on the number of cancellations.