Anoka Technical College

ADSC 1115: Legal Procedures

A. COURSE DESCRIPTION
   Credits: 5
   Lecture Hours/Week: 5
   Lab Hours/Week: 0
   OJT Hours/Week: *.*
   Prerequisites: None
   Corequisites: None
   MnTC Goals: None
   This course integrates legal office tasks into the electronic office setting. It includes the life cycle of a lawsuit, e-filing and reminder systems, time and billing records, Outlook features, email preparation, transcribing correspondence and legal documents, critical thinking skills, and the U.S. and State court systems. (Prerequisites: none) (5 credits lecture/ 0 credits lab)

B. COURSE EFFECTIVE DATES: 03/14/2022 - Present

C. OUTLINE OF MAJOR CONTENT AREAS
   1. Lifecycle of a lawsuit
   2. Schedule management
   3. Transcription
   4. State court systems
   5. Time and billing records
   6. United States course systems
   7. Critical Thinking

D. LEARNING OUTCOMES (General)
   1. Explain the life cycle of a lawsuit.
   2. Demonstrate how to e-file a Complaint.
   3. Utilize calendaring features software.
   4. Compose emails and other legal correspondence.
   5. Transcribe correspondence and legal documents.
   6. Describe the United States court systems.
   7. Analyze a problem and identify issues relevant to a potential solution.
   8. Maintain up-to-date calendaring sequences.
   9. Describe the state court systems.
   10. Utilize time and billing methods and software.
   11. Construct accurate time and billing records.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus
G. SPECIAL INFORMATION

None noted