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Reviewed by:
Date reviewed:
Textbook Update: Fall 2019
Board approved:

Court Reporting (CTRP) 1075 Legal Terminology II (3)

Prerequisite: N/A

Hours and Units Calculations:

48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units

Catalog Description: This course is designed to provide an overview of terminology of the legal profession. The course will cover laws of wills and estates, real property, family law, negotiable instruments, business organization, and bankruptcy. The common legal terms used in these areas will be emphasized. This course meets the requirements of the Court Reporters Board of California leading to certification to take the Certified Shorthand Reporter test. This course is offered on a Pass/No Pass basis only.

Type of Class/Course: Degree Credit

Text: Kauffman, Kent D., and Gordon W. Brown. *Legal Terminology*, 7th Edition. Pearson, 2018.

Course Objectives:

By the end of the course, a successful student will be able to

1. have a working knowledge of basic legal terms in: law of wills and estates, law of real property, family law, law of negotiable instruments, and business organization and bankruptcy,
2. use knowledge of legal terms and their meanings to improve steno writing speed,
3. know the difference between a Latin prefix and a suffix, and
4. incorporate the correct legal terms to improve quality of transcript preparation.

Course Scope and Content:

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| Unit I | Law of Wills and Estates
A. Parties to a Will
B. Statutory Requirements and Advance Directives |
| Unit II | Terms Used in Law of Real Property
A. Freehold Estates and Leasehold Estates |
| Unit III | Marriage, Divorce and Dissolution of Marriage
A. Prenuptial Contracts, Marriage Formalities,
B. Annulment of Marriage, Separation of Spouses, Divorce or Dissolution of Marriage |
| Unit IV | Terms Used in Law of Negotiable Instruments
A. Kinds of Negotiable Instruments and Transfer of Negotiable Instruments |
| Unit V | Terms Used in Business Organization and Bankruptcy |

- A. Sole Proprietorship, Partnership, Corporation,
- B. Limited Liability Company, Joint Venture and Franchise

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1. Studying legal terms, definitions, and usage
2. Preparing for weekly quiz
3. Dictionary building, if applicable
4. Completing assignments

Methods of Instruction:

1. Direction and instruction
2. Workbook assignments
3. Lecture
4. Class discussion

Methods of Evaluation:

1. Weekly quiz based on previous weeks' lessons
2. Direct evaluation of work product
3. Class discussion
4. Correct usage, spelling and definition of legal terms
5. Written mid-term exam
6. Final written exam

TOP Code:	051430 Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable
Program Status:	2: Stand alone
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class

Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	Y: Course is a part of a cooperative education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	No
Discipline:	Court Reporting