



TAGBILARAN CITY COLLEGE
College of Business and Industry
Tagbilaran City, Bohol



Vision	A stable and vibrant learning institution molding the youth into professionals and skilled workers who are competent and ready for employment.
Mission	To provide equal access to quality college education and vocational training to Boholanos.
Goals	<ul style="list-style-type: none"> • To periodically update the curricular offerings of TCC to respond to the demands of the community and the business industries. • To enhance students' academic performance and work-related skills development. • To instill values and work ethics in consonance with social responsibility awareness.

Program	Bachelor of Science in Office Administration
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PROGRAM OUTCOMES	PERFORMANCE INDICATORS
Graduates of Bachelor of Science in Office Administration are expected to:	
PO1. Perform general administration and clerical support to high-level executives.	<ul style="list-style-type: none"> • Serve as Public Relations Officer of the company • Plan and schedule meetings, events for administrators, prepare needed logistics and papers and conference rooms • Relay directives, instructions and assignments to executives on time.
PO2. Coordinate office management activities.	<ul style="list-style-type: none"> • Demonstrate good team-working and management skills • Maintain office procedures in all activities • Coordinate program of activities with people concerned. • Apply proper housekeeping and office ergonomics

<p>PO3. Manage office communications and information.</p>	<ul style="list-style-type: none"> • Update company information boards • Communicate effectively with fellow workers and stakeholders both orally and in writing • Receive and relay telephone, email, and other voice communications promptly. • Produce business letters, memoranda, reports, forms, tables, and other business documents using proper formatting, grammar, spelling and punctuation.
<p>PO4. Maintain and manage files and office supplies effectively.</p>	<ul style="list-style-type: none"> • File accurately using electronic filing system. • Monitor departmental materials, supplies, and orders as needed.
<p>PO5. Exhibit acceptable human relations skills in a diverse environment.</p>	<ul style="list-style-type: none"> • Demonstrate good team-working and management skills. • Work effectively and independently in multi-disciplinary and multi-cultural teams.
<p>PO6. Articulate and discuss the latest developments in the specific field of practice.</p>	<ul style="list-style-type: none"> • Engage in trainings, workshops, seminars, for a on business and industry trends • Initiate activities promoting Information and Communication Technology (ICT)
<p>PO7. Effectively communicate orally and in writing using both English and Filipino.</p>	<ul style="list-style-type: none"> • Conduct interviews with successful entrepreneurs and industry practitioners • Organize and conduct school activities • Prepare technical papers on related business fields • Present business proposals
<p>PO8. Work effectively and independently in multi-disciplinary and multi-cultural teams.</p>	<ul style="list-style-type: none"> • Join professional organizations related to the field • Join local, national and international competitions
<p>PO9. Act in recognition of professional, social, and ethical responsibility.</p>	<ul style="list-style-type: none"> • Participate in community outreach programs with People's organizations, NGOs and private sectors • Conduct information, education and communication campaigns on environmental conservation

PO10. Preserve and promote “*Filipino historical and cultural heritage*”

- Participate in historical and cultural activities conducted by the government
- Organize and conduct school activities to promote awareness on history and cultural heritage

COURSE SYLLABUS
1st Semester A.Y. 2021-2022

Course Code	LOEL2	Instructor	Mary Rose E. Balili
Course Title	Legal Office Procedures	Email	mbalili.tcc@gmail.com
Course Credits	3	Contact Number	(0977) 611 2838
Course Classification	Office Administration Core Course	Consultation Hours	
Pre-Requisite(s)	None	Consultation Venue	

COURSE OUTCOMES		PROGRAM OUTCOMES									
After the completion of this course, students should be able to:	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	
CO1. Identify the law office structure	L	P									
CO2. Identify specific information for legal forms	P	L		L							
CO3. Develop legal office calendars and court dockets	L	P	O	L		O					
CO4. Use legal research systems	O	L				O					
CO5. Prepare legal correspondence	L	P	P								
CO6. Identify court structures and prepare for trial process	P	F				O					

Legend:

- *L - Facilitate LEARNING of the competencies (input is provided and competency is evaluated)*
- *P- Allow student to PRACTICE competencies (no input but competency is evaluated)*
- *O- Provide OPPORTUNITY for development (no input or evaluation, but there is opportunity to practice the competencies)*

COURSE DESCRIPTION

This course introduces the students to the role and responsibilities of a Legal Administrative Assistant employed in the field of corporate record in Philippines. Students will gain knowledge and practical experience in topics such as the law office e team, legal systems, memoranda of law, financial records, and specialized terminology, procedures and documentations related to legal activities.

COURSE CONTENT

TOPICS	HOURS	LEARNING OBJECTIVES	STRATEGY / METHODOLOGY / ACTIVITIES	EVALUATION METHODS
Introduction <ul style="list-style-type: none"> • Vision, Mission, and Goals • School Policies 	3 hrs. (First Week)	<ul style="list-style-type: none"> • Understand the vision, mission, and goals of the school. • Apply the classroom rules and school policies. 		
Introduction to Legal Office Procedure <ul style="list-style-type: none"> • The Law office 	3 hrs. (Second Week)	<ul style="list-style-type: none"> • Identify the basic concepts and structure, and functions of Legal Offices. 	Online Lecture and Class Interaction (Online Collaborative Learning), Showing of Presentation	Written Exam

<ul style="list-style-type: none"> Roles, Professional Behaviour, and Responsibilities of Legal Administrative Assistants 	3 hrs, (Third Week)	<ul style="list-style-type: none"> Discuss the basic roles and responsibilities of Legal Administrative Assistants. 	Online Class Discussion Video presentation (Online Collaborative Learning)	Written Exam, Oral Recitation
Legal Office Environment <ul style="list-style-type: none"> The Court Structure Legal Office Duties 	3 hrs. (Fourth Week)	<ul style="list-style-type: none"> Identify the different Legal Office Environment. Recognize the Legal Office Duties and apply its fundamental functions. 	Group Reporting (Online Collaborative Learning), Follow up Discussion	Group Presentation, Written Exam
Legal Terminology <ul style="list-style-type: none"> Basic Legal Terminologies in the Philippines 	3 hrs, (Fifth Week)	<ul style="list-style-type: none"> Identify the Basic Legal Terminology used in Legal Offices. 	Online Class Discussion, Video Presentation (Online Collaborative Learning)	Written Exam, Oral Recitation
Legal Correspondence and Documents <ul style="list-style-type: none"> Categories, Format and Basic Components of Legal Documents and Correspondence. 	3 hrs. (Sixth Week)	<ul style="list-style-type: none"> Identify and understand the Categories, Format and Basic Components of Legal Documents and Correspondence. 	Online Class Discussion (Online Collaborative Learning)	Written Exam
Efficient Legal Document Handing	3 hrs,	<ul style="list-style-type: none"> Identify the different kinds of Legal 	Online Class Discussion	Written Exam

<ul style="list-style-type: none"> Productivity in Legal Document Management 	(Seventh Week)	Correspondence and Documents.	(Online Collaborative Learning)	
Effective Legal Writing <ul style="list-style-type: none"> Constructing Pleadings and Legal Memorandum Case Brief 	3 hrs. (Eight Week)	<ul style="list-style-type: none"> Apply the effective way in writing Legal Correspondence and Documents. Construct and prepare the different Legal Correspondence and Documents: Opinion Letter and Demand Letter. 	Online Class Discussion Video Presentation (Online Collaborative Learning)	Group Presentation, Written Exam Practicum
Effective Trial Preparation	3 hrs. (Ninth Week)	<ul style="list-style-type: none"> Construct and prepare the different Trial Processes 	Online Class Discussion Video Presentation (Online Collaborative Learning)	Written Exam Practicum
Significant Records in Law Firm	3 hrs. (Tenth Week)	<ul style="list-style-type: none"> Identify the significant records in Law Firm. 	Online Class Discussion Video Presentation (Online Collaborative Learning)	Written Exam Practicum
The Court Process	3 hrs. (Eleventh Week)	<ul style="list-style-type: none"> Understand the court process. 	Online Class Discussion (Online	Written Exam Practicum

			Collaborative Learning)	
Legal System <ul style="list-style-type: none"> Features in the Philippine Legal System 	3 hrs. (Twelve Week)	<ul style="list-style-type: none"> Explain the Importance of the legal systems. Discuss the three most important features in the Philippine Legal System. 	Group Activity (Online Collaborative Learning) (legal systems in the Philippines), Follow up Discussion, Group Documentary Research (Online Collaborative Learning)	Written Exam Practicum

FINAL COURSE OUTPUT

- Compilation of every activities, case studies, documentary research, etc.
- Portfolio (Documentation of actual visit at Legal offices and Court Observation)

RUBRIC FOR ASSESSMENT

ASSESSMENT RATINGS	INCOMPLETE	PARTIALLY PROFICIENT	PROFICIENT	COMPLETE
Sources of Learning	0-9 points Documentation and description of learning experiences related to course learning outcomes	10-19 points Documentation and description of learning experiences related to course learning outcomes	20-29 points Documentation and description of learning experiences related to course learning outcomes are	30-40 points Documentation and description of learning experiences related to course

	are lacking or substantially inadequate.	are not effectively or completely presented.	appropriate and effectively presented.	learning outcomes exceed expectations.
Demonstration	0-9 points The portfolio's materials are not appropriate and/or adequate, and are not supported by the presentation.	10-14 points The portfolio materials are not fully supported by or connected to the course's learning outcomes.	15-19 points. The portfolio includes appropriate materials that support the demonstration of learning outcomes.	20-30 points The presentation of materials are convincing, with strong support for the course's learning outcomes.
Organization	0-3 points Portfolio is not neat and/or organized.	4-5 points Portfolio is mostly neat but is not logically organized.	6-7 points Portfolio is neat and logically organized.	8-10 points Portfolio is very neat and logically organized.
Creativity	0-3 points Portfolio lacks much creativity and reading value.	4-5 points Portfolio contains the necessary elements, yet is not unique or entertaining.	6-7 points Portfolio is creative, unique and somewhat entertaining.	8-10 points Portfolio is creative, unique and entertaining.
Potential	0-3 points Portfolio does not represent the student's potential or capacity.	4-5 points Portfolio represents a desire by the student to simply complete a portfolio that includes the requirements, yet does not represent the student's best abilities.	6-7 points Portfolio represents student's capacity and potential, yet demonstrates a slight lack of diligence and responsibility.	8-10 points Portfolio accurately represents student's capacity and potential and demonstrates diligence and responsibility.

GRADING SYSTEM

Prelim to Tentative Final Grade:

Conception Activities	
• Performance Tasks	-10%
• Quizzes	-40%
• Major Exam	-20%
Total	<u>-30%</u>
	100%

Prelim Grade	=grade computed for the prelim period
• Midterm Grade	=grade computed for the midterm period
• Tentative Final Grade	=grade computed for the final period
• Final Grade	=25% of Prelim + 25% of Midterm + 50% of Tentative Final Grade

Passing rate: 40%

LEARNING MATERIALS

Kamakaris, et al (2017). Legal Office Procedures, 7th Edition. Owl Publishing
Morton, Joyce (2000). Legal Office Procedure. Prentice Hall
Department of Justice Memoranda and Circulars

Prepared by:	MARY ROSE E. BALILI	Noted by:	MITZI S. FORTICH, MBA, MIS
	Faculty		Program Head
Date: August 2, 2021		Date:	
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	Director		
Date:			