

**INTERAMERICAN UNIVERSITY OF PUERTO RICO
METROPOLITAN CAMPUS
BUSINESS FACULTY
UNDERGRADUATE DEPARTMENT
OFFICE SYSTEMS MANAGEMENT PROGRAM**

SYLLABUS

I. OVERVIEW

Course title	Information Processing in Offices of Legal Affairs
Code and Number	OMSY 2233
Credits	Three (3)
Academic Term	
Instructor	
Office Location and Hours	
Office Telephone	787 250-1912
E-mail	

II. DESCRIPTION

Discussion of the terminology of a legal nature and of ethical aspects related to the processing of information in of legal affairs offices. Analysis of the procedures for preparing and processing documents used in courts and administrative agencies, among others. Study of legal norms and essential aspects of research in formal law sources. Creation of formats and legal document preparation. Requires 60 hours of lecture-laboratory. Prerequisite: OMSY 1102.

III. PROGRAM LEARNING OUTCOMES

IV. OBJECTIVES

It is expected that upon completing the course, the student should be able to:

1. apply the functions of a word processing program in the production of documents in legal affairs offices.

2. interpret the theoretical aspects related to legal matters.
3. develop the ability to solve problems when producing the documents to be presented in different agencies.
4. demonstrate skill in matching and correcting their work.
5. identify the ethical and legal principles that affect the preparation of documents in legal affairs offices.
6. identify the necessary legal norms in the process of investigation of the legal sources of law, to collaborate, as an administrative assistant, in the process of investigation of procedures and documents in an office of legal aspects.
7. demonstrate desirable and necessary attitudes, characteristics and skills when performing successfully in the business environment, such as: initiative, responsibility, positive attitude towards work, good looks, good interpersonal relationships, concentration, decision making, time management skills, communication skills, confidentiality of special matters and ability to work in a team.

V. CONTENT

A. Legal Professionals

1. The Lawyer
 - The Puerto Rico Bar Association
 - The Lawyer and the Branches of Law Posts
 - The Canons of Professional Ethics
 - The Single Registry of Lawyers (RUA)
2. The Notary
 - The role of the notary
 - Requirements to exercise the notary's
 - The substitute notary
 - The Office of Inspection of Notaries (ODIN)

B. Legal Norms and Formal Sources of Law

1. Constitution of the Commonwealth of Puerto Rico
2. Constitution of the United States of America
3. Laws of Puerto Rico Annotated (LPRA)

4. Laws, regulations and jurisprudence of both jurisdictions (state and federal)

C. Sources of Information for Research

1. Primary
2. Secondary
3. Tertiary
4. Information analysis

D. Use of the Internet in Legal Research.

E. The Legal Scenarios

1. The Court System in Puerto Rico
 - The Court of First Instance
 - The Court of Appeal
 - The Supreme Court of Puerto Rico
 - The Federal Court for the District of Puerto Rico
 - The Registry of the Courts
2. The Land Registry
 - The Agora System
 - Modalities for submission of documents
 - The Presentation Minutes

F. Legal Documents

1. The Testimonials
2. Private Contracts
3. Public instruments
 - a. Scriptures
 - b. Wills
 - c. Contracts
 - d. Minutes
4. The Protocol
5. The Notarial Index
6. Reports to the Office of Inspection of Notaries

G. Court Documents

1. The Epigraph

2. The Location
3. The Demand
4. The Motion
5. The Judgment
6. The Petition
7. The Resolution
8. Declaration of Heirs
9. Draft citation and other projects
10. Memorandum of Law
11. Motions

VI. LEARNING ACTIVITIES

1. Production of legal documents
2. Internet Search
3. Readings
4. Research Work

VII. EVALUATION

Evaluation criteria	% of the final grade of each criteria
Theory Exams	15%
Special Project (Research Work)	20%
Document Production	40%
Production Exam	15%
Miscellaneous Note (Visits to Courts or Legal Services Offices, others)	10%

ASSESSMENT STRATEGY

Reflective Journal

VIII. SPECIAL NOTES

A. Auxiliary services or special needs

All students who require auxiliary services or special assistance must request them at the beginning of the course or as soon as they become aware that they need them, through the corresponding registry, in the Office of the Coordinator of services for students with disabilities, Dr. María de los Ángeles Cabello. She is located in the

Counseling and Counseling Program, office 111, on the first floor of the John Will Harris building, extension 2306.

B. Honesty, fraud and plagiarism

Dishonesty, fraud, plagiarism and any other inappropriate behavior in relation to academic work constitutes major infractions sanctioned by the General Student Regulations. The major infractions, as stated in the General Student Regulations, may have as a consequence, suspension from the University for a definite period greater than one year or the permanent expulsion from the University, among other sanctions.

C. Use of electronic devices

Cellular telephones and any other electronic device that could interrupt the teaching and learning processes or alter the environment leading to academic excellence will be deactivated. Any urgent situation will be dealt with, as appropriate. The handling of electronic devices that allow students to access, store or send data during evaluations or examinations is prohibited.

D. Compliance with the Provisions of Title IX

The Federal Higher Education Act, as amended, prohibits discrimination because of sex in any academic, educational, extracurricular, and athletic activity or in any other program or function, sponsored or controlled by a higher education institution, whether or not it is conducted within or outside the property of the institution, if the institution receives federal funds.

In harmony with the current federal regulation, in our academic unit an Assistant Coordinator of Title IX has been designated to offer assistance and orientation in relation to any alleged incident constituting discrimination because of sex or gender, sexual harassment or sexual aggression. The Assistant Coordinator Sr. George Rivera can be reached by phone at extension 2262 o 2147, or by e-mail griverar@metro.inter.edu.

The Normative Document titled **Norms and Procedures to Deal with Alleged Violations of the Provisions of Title IX** is the document that contains the institutional rules to direct any complaint that appears to be this type of allegation. This document is available in the Web site of Inter American University of Puerto Rico (www.inter.edu).

IX. EDUCATIONAL RESOURCES

A. Textbook:

Rodriguez Alvarado, M. (2015). *Manual for the Preparation of Legal Documents*. (Fifth Edition).

B. Electronic Resources:

www.servicioslegales.org

www.tribunalespr.org

www.lexjuris.com

www.microjuris.com

www.lexjuris.com/notarial

www.lexjuris.com/diccionario.htm

<http://biblio.colmex.mx/recelec/ovdicc.htm>

<http://www.tribunalpr.org/canones>

X. BIBLIOGRAPHY (OR REFERENCES)

A. Books

Ennen, D. (2010). *Virtual assistant-- the series: become a highly successful, sought after VA*. Another 8 Hours Pub.

France, S. (2012). *The definitive personal assistant & managerial handbook: a guide to leadership for all PAs, seniors secretaries, office managers, and executive assistants*. Kogan Page.

Long, J. A. (2008). *Administrative procedures for the legal professional*. Thomson Delmar Learning.

Long, J. A. (2008). *Substantive law for the legal professional*. Thomson Delmar Learning.

Orlic, D. K. (2011). *Ethics for the legal professional*. (7th Ed.). Pearson Prentice Hall.

Parsons, S. P. (2010). *Interviewing and investigating: Essential skills for the legal professional*. (4th Ed.). Wolters Kluwer Law & Business.

Weresh, M. (2009). *Legal writing: ethical and professional considerations*. (2nd Ed.). LexisNexis Mathew Bender.

B. ELECTRONIC RESOURCES

http://www.powershow.com/view/2937ed-OWU4Z/Documentos_Legales_powerpoint_ppt_presentation

<http://es.slideshare.net/maldoli/la-oficina-legal>

<http://www.modeloslegales.com.ar/>

<http://www.dt.gob.cl/tramites/1617/w3-article-97403.html>

<http://www.encyclopedia-juridica.biz14.com/d/normajur%C3%ADdica/norma-jur%C3%ADdica.htm>

<https://www.google.com.pr/search?q=normas+juridicas&biw=1280&bih=929&tbm=isch&tbo=u&source=univ&sa=X&ei=39YKVcHnBsQ5oQTT64GIaw&sqi=2&ved=0CDkQsAQ&dpr=1>

<http://derecho.laguia2000.com/parte-general/normas-juridicas>

<http://jorgemachicado.blogspot.com/2009/09/nj.htm>

<http://www.creoslda.com/creos2/images/PDF/6norma1.pdf>