

### Basic Course Information

Semester:	<b>Spring 2015</b>	Instructor Name:	<b>Jack Staton</b>
Course Title & #:	<b>Legl 116 Law Office Management</b>	Email:	<b>Jack.staton@imperial.edu (preferred means of contact)</b>
CRN #:	<b>20882</b>	Webpage (optional):	<b>none</b>
Classroom:	<b>804</b>	Office #:	<b>none</b>
Class Dates:	<b>17 FEB 15 to 12 JUNE 15</b>	Office Hours:	<b>BY APPOINTMENT ONLY</b>
Class Days:	<b>Wednesday</b>	Office Phone #:	<b>760 355 6280</b>
Class Times:	6:30 to 9:40 pm	Emergency Contact:	<b>760 355 6280</b>
Units:	3		

### Course Description

This course introduces systems and procedures for administration and management of a law office. Course emphasizes file management, personnel issues, law library maintenance, computer systems, ordering supplies, financial analysis and billing, risk management, and legal ethics. (CSU)

### Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Develop cost-effective plan for retention and destruction of records according to legal requirements. (ILO1, ILO2, ILO4)
2. Investigate and analyze budget waste, areas of potential abuses, and possible cost-saving options for a legal office. (ILO1, ILO2, ILO4)
3. Analyze financial statements. (ILO1, ILO2, ILO4)

### Course Objectives

1. Develop strategies for maintaining a positive working environment (interpersonal skills stressed) and methods for managing personality conflicts.
2. Organize regular training programs for employees and develop a plan for training of new employees.
3. Analyze systems for conflict of interest research regarding new clients and new employees, possess awareness of penalties for violations.
4. Develop cost-effective plan for retention of records.
5. Develop plan for destruction of records according to legal requirements.
6. Calculate employee time records.
7. Demonstrate knowledge of billable and non-billable hours.
8. Use courtesy collection techniques.
9. Adhere to strict legal requirements relative to division of legal fees and finder's fees.
10. Forecast income and expenses.
11. Analyze and investigate budget waste, areas of potential abuses, and possible cost-saving options.
12. Calculate attorney/paralegal/support staff productivity versus need, locate areas of concern, and prepare internal memorandums regarding such topics.
13. Maintain client trust accounts, and apply ethical rules regarding client trust accounts.

14. Evaluate different types of fee structures (i.e., contingent, fixed, statutory.)
15. Analyze various financial statements.
16. Examine the significance of statutes of limitations.

### Textbooks & Other Resources or Links

Morton (2007). Legal Office Procedures (7th/e). Prentice-Hall. ISBN 0-13-220956 X

### Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement. The instructor may use lecture, classroom group work and group presentations, classroom discussion in which every student is expected to participate, video presentations, written assignments, and case studies, among other instructional methods. Tardy assignments will not be accepted and will result in a "0" for that assignment or exercise.

### Course Grading Based on Course Objectives

Your grade will be calculated based on 3 quizzes or tests, the final examination, and homework and class participations. All quizzes/tests are comprehensive. Pop-up quizzes may be used. A total of 4 quizzes or tests will be given over the semester. You may drop your lowest quiz grade unless that grade is an F you receive because of cheating or plagiarism. Since you can drop your lowest quiz grade NO MAKE-UP QUIZ WILL BE GIVEN. You cannot drop your final examination grade. The grade calculation will be as follows:

Three quizzes = 20% each or 60% of your total grade

Homework and class participation = 10% of your total grade

Final examination = 30% of your total grade

### Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.
- You are expected to be present for the whole class period. If you leave early from class you cannot be considered present for that day. Attendance is taken at the end of class.
- Do not come to class if you are ill, because you risk infecting others nor if you are under the influence.
- Do not come and go during class sessions, except for an urgent reason.

### **Classroom Etiquette**

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- **Food and Drink** are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- **Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- **Children in the classroom:** Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.
- Students are to be quiet in class and refrain from whispering and talking except when called on by the teacher.

### **Online Netiquette**

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

### **Academic Honesty**

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test

information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

### **Additional Student Services**

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

### **Disabled Student Programs and Services (DSPS)**

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

### **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

### **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

### **Information Literacy**

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

### **Anticipated Class Schedule/Calendar**

**THIS SCHEDULE IS SUBJECT TO CHANGE WITHOUT NOTICE. The actual schedule will be determined by class progress. This schedule is tentative and is merely a guide.**

<b>February 18</b>	<b>Introduction, overview and syllabus explanation</b>
<b>Feb.25</b>	<b>Chapters 1 &amp; 2</b>
<b>March 4</b>	<b>Chapter 3 &amp; 4</b>
<b>March 11</b>	<b>QUIZ &amp; Chapter 5</b>
<b>March 18</b>	<b>Chapter 6, 7, &amp; 8</b>
<b>March 25</b>	<b>QUIZ and Chapter 9</b>
<b>April 1</b>	<b>Chapter 10 &amp; 11</b>
<b>April 8</b>	<b>SPRING BREAK</b>
<b>April 15</b>	<b>QUIZ &amp; Chapter 12 &amp; 13(Don't forget to file your income taxes!)</b>
<b>April 22</b>	<b>Video</b>
<b>April 29</b>	<b>Review Substantive Law Chapters 9-13</b>
<b>May 6</b>	<b>QUIZ and Chapter 14</b>
<b>May 13</b>	<b>Chapter 15</b>
<b>May 20</b>	<b>Chapter 16 &amp; 17</b>
<b>May 27</b>	<b>QUIZ and Catch-up</b>
<b>June 3</b>	<b>Course review for final</b>

**JUNE 10 FINAL EXAMINATION**