



LEGAL OFFICE PROCEDURES

Course Syllabus

Date 1/2/12

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COURSE NUMBER: AOT 144

PREREQUISITE(S): AOT 141 and CPT 101 with a minimum grade of "C" or better

CO-REQUISITE(S): None

COURSE DESCRIPTIONS This course covers the application of office procedures necessary to perform effectively and efficiently in the legal office environment. The student will be introduced to the administrative routines and procedures most often performed by the legal office professional in an attorney's office.

TEXTBOOK(S): Basic Manual for the Lawyer's Assistant 11th Edition. Thomson/Reuters West, 2011. ISBN: 978-0-314-930200.

Basic Manual for the Lawyer's Assistant Student Study Guide 11th Edition. Thomson/Reuters West, 2011. ISBN: 978-0-314-930224.

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:

- One (1) USB/jump drive

METHOD OF INSTRUCTION: The data projection system, computer, and whiteboard will be used to teach the course by lecture and demonstration. Students will role-play situations commonly found in the workplace. Guest speakers and field trips may be included.

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

**GRADE
CALCULATION
METHOD:**

Quizzes	=	25%
Work Practicum	=	20%
Projects (includes timed writings)	=	20%
Daily Assignments (includes Provelt Tests, Discussion Postings, Professional Days)	=	15%
Final Exam	=	<u>20%</u>
	=	100%

Work will not be accepted late.

To pass this class, each student must have submitted five different timings, completed during class, with a score of at least 35 words per minute and two (2) or fewer errors. The five different timings are counted as individual project grades. Another requirement to pass this class is to successfully complete the work practicum.

Only students who have earned at least 70% **on each course** competency **AND** have at least a 70 course average two weeks before the work practicum begins will be allowed to participate in the work practicum phase of AOT 144.

Failure to achieve 70% on each course competency **AND** maintain a passing course average two weeks prior to the work practicum will result in the student's withdrawal from the course. Unsatisfactory performance in the work practicum area will constitute an "F" in the course.

**ATTENDANCE
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from

the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

CLASS/LAB PROCEDURES:

A grade of “C” or better is required before credit for this course can be applied toward the Pre-Paralegal Certificate and/or the Administrative Office Technology with Legal Electives degree.

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Inclement Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

Program Department Chair

Mrs. Karen Ravan
592-4840
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**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Demonstrate professionalism appropriate for a legal office environment.
 1. Select appropriate attire.
 2. Exhibit a professional appearance at least three times prior to the work practicum.
- II. Compose and format business letters and memos.
 1. Create business correspondence.
 2. Utilize correct spelling and grammar.
- III. Demonstrate effective procedures for handling telephone duties in a legal office.
 1. Role-play dealing with clients over the phone.
 2. Identify good telephone techniques.
- IV. Demonstrate the ability to handle receptionist duties in a legal office.
 1. Role-play dealing with clients in person.
 2. Identify good receptionist techniques.
- V. Create and maintain an office calendar.
 1. Make appointments using the office calendar.
 2. Identify time and place of court appearances on the office calendar.
 3. Identify deadlines on the office calendar.
- VI. Successfully complete a 20-hour work practicum in a legal office environment.