

LGLA 2307.151

Law Office Management

Syllabus (I-NET/Blackboard)

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CLASS TIME: N/A
CLASSROOM: I-NET/Blackboard

COURSE DESCRIPTION: This course presents the fundamentals of law office management and organization, including basic principles and structures of management, administrative and substantive systems in the law office, and law practice technology.

COURSE OBJECTIVES: Students successfully completing this course will understand the fundamental principles of law office organization and management, and the paralegal's role in law office administration; understand the use of law office management systems and software; be familiar with law office technology; and be prepared to perform administrative and management duties and functions commonly found in law offices.

TEXTBOOK: *Fundamentals of Law Office Management 5th Edition* by Nollkamper, Pamela; Delmar Cengage Learning Publishers.

ASSIGNMENTS: Weekly class assignments (number to be determined by the instructor) will be submitted through Blackboard by the stated due date and time. Some assignments may permit students to earn "bonus" points. While students may work together on assignments, students may not simply copy and submit another student's answers.[1] Copying answers will not result in learning and, at the teacher's discretion, may result in both students not receiving credit for part or all of an assignment.

GRADING: The weekly class assignments will count 50% of the final grade. The mid-term and final exams will each count 25% of the final grade. Late class assignments will not be accepted. Assignments will not be accepted by email. Computer and network problems are not an acceptable excuse for non-submitted assignments. No makeup exams will be given. Grade equivalents: 90 to 100% = A; 80 to 89% = B; 70 to 79% = C; 60 to 69% = D; < 60% = F.

EXTRA CREDIT: Students may take advantage of "extra credit" opportunities throughout the semester. Extra credit points earned by a student (one point per activity) will be added to the student's final grade point average for the class. Grade point averages will be calculated to the 100th of a point and will not be rounded up.

ATTENDANCE: Students are expected to regularly and timely attend class (by timely submission of assignments). Excessive “absences” (more than 2 missed assignments) may result in the student being dropped from the course without notice.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student’s responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

STUDENT CONDUCT: Students are referred to the SPC Student Guide at (<http://www.southplainscollege.edu/information-for/future-spc-students/onlinepubs.php>) for information about the policies and procedures concerning student conduct which are incorporated herein by reference.

COMPUTERS: Computers are available at the Lubbock Center for use by SPC students for education-related purposes, including completion of online course work. All student work on lab computers must be saved on a removable storage device, e.g. a flash drive.

NOTICE TO STUDENTS: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

ADA STATEMENT: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For

more information, call or visit the Disability Services Office at the Lubbock Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

SCANS

Competencies: C1, C5, C6, C7, C8, C9, C10, C11, C12, C13, C14 C15, C18, C19;
Foundation Skills: F1, F2, F5, F6, F7, F8, F9, F11, F12, F13, F14, F15, F16, F17.
Explanations of the codes are available from the instructor.

[1] **Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.