



WEST LOS ANGELES COLLEGE

CLASS OUTLINE – SPRING 2015

CAOT A (Sec. # 3660)

CAOT B (Sec. # 3661)

CAOT C (Sec. # 3662)

02/09/2015 UNTIL 06/07/2015

Instructor:

P.W. Morris
morrispw@wlaac.edu

Textbook:

California Legal Secretary / Marlene Hazlewood
ISBN: 978-0-938065-13-5

Room: CE 225
Class Hours: CAOT A: 6:45 ~ 7:50 p.m. (Sec. # 3660)
CAOT B: 7:55 ~ 9:00 p.m. (Sec. # 3661)
CAOT C: 9:05 ~ 10:10 p.m. (Sec. # 3662)

Office Hours: 6:10 ~ 6:40 p.m. in room CE 225
by appointment.

Additional Materials:

USB Flash / Thumb Drive
Scantron Forms

Optional Materials:

No. 2 pencil
3-ring binder
File folders

Course Objectives: This program prepares individuals with the knowledge and skills to perform law office duties and assume specific responsibilities in a legal office. The student will learn procedures for handling important legal documents along with e-filing guidelines. Various software will be used. This course is designed for Legal Secretary Program students (required) and Paralegal Program students (recommended).

Schedule: Students are expected to complete all assigned exercises. All assignments should be prepared in the software designated by the instructor. All other software is unacceptable.

Evaluation of Student Performance: Standardized tests, observation record of student performance, essays, essay tests, quizzes, unit tests, midterms, term papers, projects, reports, problem solving exercises, practical assignments, homework, written compositions, oral presentations, class participation, final exam.

Student Responsibilities: Students are expected to attend class regularly, complete exercises, and assignments, and to do the required reading. Students must drop the class if they choose not to continue; otherwise, they may get a grade of F. Cell phones, food and beverages are not allowed in the classroom. Internet access is not allowed during class session unless it is part of the assignment.

Assignments must be turned in on the date indicated. All assignments must be typewritten. No handwritten assignments will be accepted. You should keep a copy for your files. Late assignments will not be accepted. Assignments may have three grades:

- Acceptable..... 10 points
- Not Acceptable..... 5 points
- Not Completed..... 0 points



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The Final Exam will not be made up. Late work will be accepted only in extreme emergencies. All assigned homework must be completed using Microsoft Word or software assigned. Keep a copy of all work turned in to the instructor.

Assignment Due Dates: Pay close attention to due dates for assignments as these are announced in class. On due dates, all assignments must be turned in to the instructor at the beginning of the class to be accepted. NOTE: I do not accept assignments turned in after 7:00 p.m., the end of class, e-mailed to me, put under my office door or left for my mailbox. Absence does not excuse you from turning in your assignment. Please make arrangements with the Instructor.

Student Evaluation: A total of four exams will be given plus a final. Anyone not taking the final without the permission of the instructor will be given a letter grade of "F." The exams will be announced a tentative schedule has been included. **YOU MUST TAKE THE FINAL EXAM (THUR., June 4, 2015).** Class room participation is required and will add or subtract from your final grade score to arrive at your semester grade along with submitted homework assignments. Homework assignments may be returned requesting that they be done again. This work will not be re-graded.

Examinations, Assignments, Grading: There will be four examinations. There will be NO makeup tests.

Each exam is worth 100. All exams scores will be added and divided by the number of exams given to arrive at a final score (i.e., exam 1 score is 80, exam 2 score is 90, exam 3 score is 70, exam 4 score is 80.) We add $80 + 90 + 70 + 80 = 320$ divided by $4 = 80$ which equals the letter grade of "B."

Grade	Percent of Total
A	90—100
B	80—89
C	70—79
D	60—69
F	50 and below

All submitted work should not contain any handwriting other than a signature within a signature block.

Student Learning Outcomes:

- The culminating activity for CAOT 23 A, B, C includes a comprehensive objective measure and a practical evaluation. The practical requires a student portfolio that demonstrates how to prepare legal documents including letters, pleadings, discovery documents, motions and memos.

College Policies and Standards

• Electronic Mail:

- Electronic mail is the official method of communication for delivery of college information. Please check your Student.LACCD@Edu account daily/weekly. To access your account visit www.wlac.edu, click on the Student Email button. To log in use your Student ID# and your birthday and month. Your Student.LACCD@EDU email can be forwarded to any other personal email account. You also have access to the required software for this course. Now you have access Microsoft applications free from where ever you have an internet connection to your Student.LACCD.edu account. Save your electronic files (documents, spread sheets, presentations, photos) right onto the web in your personal account.



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Retrieve them from any computer with an internet connection. You can store up to 25GB -- that's better than your thumb drive!

- **Drop a Class You're No Longer Attending. DON'T GET AN "F":**
 - It is your responsibility to officially withdraw from a class you have stopped attending. Failure to withdraw may result in an "F" or "NC" grade. Protect your GPA!
 - Dropping the course – According to college policy, you will be excluded for non-participation or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so using the Student Information System at <http://www.laccd.edu> and keep the confirmation code. Pay attention to drop dates in the Schedule of Classes. The last day to drop for this class with no fee owed is Feb. 20, 2015. The last day to drop without a "W" is February 20, 2015. The last day to drop with a "W" is May 8, 2015.

Class Policies

Attendance:

Because class discussions and group work are an integral part of this course, attendance is mandatory. Up to 3 absences are allowed. After that, you could be dropped. Students are expected to attend every class meeting, to arrive on time and stay throughout the class period. **Excessive absenteeism will lower your grade, as well as walking in and out of class.** 3 tardies = 1 absence. Students may be dropped from class for excessive tardiness, or for failure to attend class the first day or during the entire first week of the class.

Walking In and Out of Class:

When you arrive to class, make sure you have used the restroom, had a chance to eat, check your messages, etc. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem, you need to notify me in advance. **Any student who makes a habit of walking in and out of class may be asked to leave.**

Preparedness:

You are expected to arrive on time. You will come to each class session prepared. You will have your books, binder, pens/pencils, any work that is due, and you will be prepared to discuss all readings/assignments.

Cell Phones, iPods, etc.:

Turn them off and put them away when class begins! Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod, for a little over an hour. Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and I will not tolerate interruptions. **You will be asked to leave if this occurs.**

Contacting Me:

If you have a problem, do not let it snowball. Contact me immediately. Students are expected to ask questions and obtain help from instructor via offices hours and/or email.



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Academic Integrity:

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

• Forms of Behavior which Violate Academic Integrity:

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communication systems to text message during examines, taking pictures or images of exams, talking with other during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, papers, exams or other forms of assessment which are to be completed individually.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

Student Conduct:

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Recording Devices:

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

Campus Resources

As stated earlier in this syllabus, **if you are having problems, don't let them snowball.** Come and talk with me and check out some of the campus resources available to you.

Office of Disabled Student Programs and Services (DSP&S):

Student Services Building (SSB) 320 | (310) 287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog).



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Instructional Support (Tutoring) & Learning Skills Center:

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog).

Library Services:

Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4486

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).

Syllabus Addendum—General College/Department Resources:

www.wlac.edu	College website. Financial aid, student services, class schedules info and access to <i>Etudes</i> website for online courses, etc. Campus parking and building map is included.
www.wlac.edu/csit/caot.html	Division (department) website. Degree/certificate information and scholarship/internship info.

Course descriptions are provided in the college catalog available from the college bookstore. District policies regarding college and student conduct are included.

Class schedules are provided in the schedule of classes available from the college bookstore. (Up-to-date class schedules are available on the college website.) Important dates, such as last date to drop with or without a "W," are included. Campus parking and building map is included.

Instructor and lab hours will be periodically announced by the instructor in class and posted on the appropriate room doors, as well as included on your course syllabus.

Food and drink are banned from classrooms and labs. All electronic devices are to be disabled in classroom and lab, other than the college provided computer in the lab. All student work for evaluation is to be the student's alone, except in the case of assigned group activities.

Syllabus Change Policy – This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for modification of the syllabus during the semester.

Campus Closed:

Presidents' Day Feb. 13 – Feb. 16
 Cesar Chavez Day Mar. 31
 Spring Break April 4 – April 10
 Memorial Day May 25



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Session	Assignments & Exams	
Session 1	Feb. 12	<p>The Law Office Team:</p> <ul style="list-style-type: none"> • Who they are and what they do • Educational requirements for specific jobs • Salary ranges • Legal specializations • Large, medium and small firms • Sole practitioners <p>The Legal Secretary's Duties</p> <ul style="list-style-type: none"> • Preparation • Research skills • Typing skills • Expectations <p>The Legal Secretary's Computer Skills</p> <ul style="list-style-type: none"> • Computer skills required • Software specific to legal work • Creating saving and formatting documents properly • Email, scheduling and other computer uses <p>Creating Files</p> <ul style="list-style-type: none"> • The importance of the file • Creating new files • Updating existing files • Working with file clerks <p>Creating Legal Documents</p> <ul style="list-style-type: none"> • Proper formatting of various stand documents and forms • Editing • Copies, how many and who gets what • Scanning <p>Organizing Guidelines</p> <ul style="list-style-type: none"> • Keeping your attorney prepared • Organizing your work space • Organizing your computer efficiently scheduling and re-scheduling appointments • Juggling Working for two or more attorneys • Dealing with Partners and Associates <p>Preparing Legal Documents</p> <ul style="list-style-type: none"> • Briefs • Interrogatories • Affidavits • Other Documents often encountered <p>Preparing Documents for Court</p> <ul style="list-style-type: none"> • General Court procedures • Preparing an answer • Motions to Dismiss • Summons • Other Court papers • E-filing and LOUs • General overview of Real Estate, Federal Court and Civil Procedures <p>Creating your Personal Portfolio</p> <ul style="list-style-type: none"> • Samples of your class work • Tools of the trade
Session 2	Feb. 19	
Session 3	Feb. 26	
Session 4	Quiz 1 Mar. 5	
Session 5	Mar. 12	
Session 6	Quiz 2 Mar. 19	
Session 7	Mar. 26	
Session 8	Apr. 2	
School Closed	Spring Break Apr. 7 – Apr. 13	
Session 9	Apr. 16	
Session 10	Quiz 3 Apr. 23	
Session 11	Apr. 30	
Session 12	Quiz 4 May 7	
Session 13	May 14	
Session 14	May 21	
Session 15	Review for Final May 28	
Session 16	Final Exam June 4	



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Student Acknowledgment

(Please return this sheet to the instructor)

“I _____, have completely read this syllabus and understand and agree to the course requirements.”

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, observance of religious holidays, etc.

Special needs or circumstances:



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Student Data Sheet

Last Name: _____

First Name: _____

Address: _____

City: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

E-mail Address: _____

Other Related Courses: _____

Software Feature(s) You
Want to Learn: _____

Have you used Word 97 / 2003 Beginner Intermediate Advanced _____

Have you used Word 2007 Beginner Intermediate Advanced _____

Have you used Word 2010 Beginner Intermediate Advanced _____

Have you used Word 2013 Beginner Intermediate Advanced _____

Current Typing Speed: _____

Comments: _____