



Division: Business/Paralegal Studies

Course name: Paralegal 014: LAW OFFICE MANAGEMENT FOR PARALEGALS

Section: 8567/ **Semester:** Spring 2015/ **Classroom:** CE 206

Instructor Name: Michelle Kazadi, Esq.

School Website: www.wlac.edu

Class Hours: Thursday

Address: 9000 Overland Ave., Culver City, CA 90230

6:45 p.m. – 8:15 p.m. and online

Office Hours: Thursdays 8:15 p.m. – 8:30 p.m., in the classroom. I am also available via email and phone during standard business hours and by appointment.

Instructor E-mail: Kazadim@wlac.edu or michelle@michellekazadi.com

Welcome

The Paralegal Studies Program is designed to prepare the student to assist the attorney in both private and public sectors in all phases of legal work and to equip the student with the knowledge necessary to enter the legal service fields as an entry-level paralegal. To insure quality paralegal education at the community college level. To familiarize students with the legal system and the role of the paralegal in the delivery of legal services in the public and private sectors. To train students to be prepared to use and apply the most current paralegal skills. To educate students to intelligently and ethically serve the legal community. To train students in critical paralegal skills such as investigation, legal research, interviewing, written and oral communications. To educate, train and provide students with the theoretical background to perform the paralegal's tasks in substantive areas of law and legal specialties. To educate and train students in areas of procedural law emphasizing the paralegals role in litigation, mediation and arbitration. To educate students about the general principles of ethical legal practice as defined by the American Bar Association's Standing Committee on Ethics and Professional Responsibility, and California's Business & Professions Code §6450. To encourage students to contribute to the advancement of the legal profession. To provide counseling during the program and to assist students in preparing for and obtaining meaningful careers in the paralegal field.

Course Description:

A study of the basic objectives of the management of a law office; a study of hardware and software used in a law office; an examination of indexing and filing principles; law office manuals; a study of basic accounting principles; practice in and study of law office correspondence.

Required Texts:

Law Office Management for Paralegals, by Laurel A. Vietzen, 2nd Edition

ISBN#978-1-4548-0899-2

Web Links:

<http://www.courts.ca.gov> and <http://www.lacourt.org>

Required Materials:

- All assignment must be typed, double-spaced, 1 inch margin, and at least 12 pt. font
- All assignments must have your name, description of the assignment, section #, class name and date

Course Objectives:

Upon successful completion of this course, students will be able to . . .

*Successfully navigate law office management hardware and software.

*Properly index and file law office documentation as well as apply basic accounting principles.

Institutional Learning Outcomes (ILOs)

This course will help students achieve the following institutional Student Learning Outcomes:

A. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

B. Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.

C. Quantitative Reasoning: Identify, analyze, and solve problems that are quantitative in nature.

D. Self-awareness/Interpersonal Skills: Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.

E. Civic Responsibility: Apply the principles of civility to situations in the contexts of work, family, community and the global world.

F. Technical Competence: Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.

G. Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.

H. Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work...

Learning Strategies

Learning outcomes will be achieved through the following strategies:

- Research and writing assignments
- Class discussion
- Small group work
- Exams

Course Requirements/assignment guidelines and 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 as well as walking in and out of class will lower your grade.** 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 and to 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!** Talking and texting on cell phones not only distracts you, but they are a distraction for me and your peers and will not be tolerated. **You will be asked to leave if this occurs.**
- Attend every class and be prepared. **IF YOU ARE ABSENT, YOU ARE RESPONSIBLE FOR THE WORK WHICH IS DUE UPON YOUR RETURN. THUS, YOU SHOULD OBTAIN SEVERAL STUDENTS' TELEPHONE NUMBERS AND E-MAIL ADDRESSES IN ORDER TO PROPERLY PREPARE FOR CLASS PRIOR TO YOUR RETURN.**
- There are absolutely **no make-ups** for any missed assignments or classes unless previously agreed upon by the instructor.
- **NO LATE WORK WILL BE ACCEPTED.**

Course Readings:

Objectives: To familiarize students with course content

Description: It is expected that students will complete readings for each class prior to class. Please see the course schedule below for details on the reading that is due before each class session.

Grading: This assignment will not be assessed formally. However, content from readings will be assessed indirectly through exams and course assignments.

In Class Participation:

Objectives: To practice thinking about and discussing course terms, concepts and theories. To assess the students ability to think critically and creatively respond independently.

Description: Participation in all course components is both encouraged and required for successful performance. Class participation and interaction is an integral component of this learning experience. Fact finding, probing for information, presenting evidence and sharing knowledge are core skills that correlate to active class participation. Active participation will enhance the learning experience and the probability of success on the graded assignments.

Grading: This assignment is worth approximately 5% of the overall course grade.

Practical Assignments:

Objectives: To encourage the practical application of family law concepts and rules.

Description: Students will be required to complete 4 writing assignments worth 100 points each. All assignments should be prepared using the criteria established in the grading section below.

Grading:

1. failure to follow specific instructions on how the assignment should be completed will result in a grade reduction.
2. Excessive spelling or grammatical errors will result in a grade reduction.
3. I will only accept typed or computer printed papers. It is unacceptable to turn in hand written assignments. Handwritten assignments will receive a grade of zero.
4. Papers not handed in on time will receive a grade of zero. An on time paper is one that is turned in at the beginning of class on the date that it is due.

Class Discussions:

Objectives: Class discussions are designed to provide students with the opportunity to vet real world issues, problems, obstacles, etc., in the workplace amongst themselves with instructor facilitation.

Description: Class discussions offer students the opportunity to engage in discourse with each other and apply critical analysis and critical thought techniques to various discussion prompts, ideas and concepts as well as course materials.

Grading: Students will be graded on the quality and thoughtfulness of their responses to the discussion prompts.

Exams:

Objectives: To reinforce concepts and term discussed in the text and in class. To evaluate students grasps of terms, concepts and theories.

Description: 12 exams will be given worth 50 points each. Exams will be given online and will be open book. Exams may include a variety of multiple choice, short answer, true false and essay questions.

Grading: Exams are worth almost 60% of the total grade for the class.

Writing Policy:

Plagiarism is the intentional or unintentional presentation of another's ideas or products as one's own. Plagiarism may include but is not limited to copying verbatim all or a part of another's written work, using phrases conclusions, charts, figures, illustrations, etc. without citing a source. Penalties include a grade of 0 for the assignment, a grade of "F" for the course, or dismissal.

Cheating Policy:

Any student found cheating on any assignment will receive a grade of "0" for that assignment. This includes a student allowing another student to copy his or her assignment. Both students will receive the grade of "0" for the assignment. Both students will also lose the opportunity of completing any extra credit assignment for the semester. Both students may also be referred to the Dean for further discipline.

Grading

Assignment Category	# of Assign.	Points Per Assignment	Total Points
Exams	12	50	600
Practical Assignments	4	100	400
Class Participation		50	50
Extra Credit		TBA	TBA
Grand Total		-	1050
1050-945 = A	840-944= B	735-839 = C	630-734 = D

College Policies:

Academic Integrity (Plagiarism)

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.

- o **Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college. You will not receive credit for any essay missing previous drafts, citations and/or a Works Cited page.**

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:

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)

Heldman Learning Resources Center (HLRC), Room 119 | (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).

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).

NOTE: This syllabus and class schedule is subject to change if circumstances warrant it (e.g. student performance, etc.). Expect revisions and divergences.

Week	Date	Course topics	Assignment
1	2/12	<ul style="list-style-type: none"> • Welcome & introduction 	
2	2/19	<ul style="list-style-type: none"> • Review syllabus • Class discussion • Hand out Practical Assignment #1 	<ul style="list-style-type: none"> • Read Chapter 1 and review PowerPoint
3	2/26	<ul style="list-style-type: none"> • Chapter 1 discussion 	<ul style="list-style-type: none"> • Quiz Chapter 1 – online • Read Chapter 2 and review PowerPoint
4	3/5	<ul style="list-style-type: none"> • Chapter 2 discussion • Practical Assignment #1 Due – Oral presentations (extra credit 10 points) 	<ul style="list-style-type: none"> • Quiz Chapter 2 – online • Read Chapter 3 and review PowerPoint

Week	Date	In Class Topics	Assignment (Due Next Class Meeting)
5	3/12	<ul style="list-style-type: none"> Chapter 3 discussion Hand out Practical Assignment #2 and #3 	<ul style="list-style-type: none"> Quiz Chapter 3 – online Read Chapter 4 and review PowerPoint
6	3/19	<ul style="list-style-type: none"> Chapter 4 discussion 	<ul style="list-style-type: none"> Quiz Chapter 4 – online Read Chapter 5 and review PowerPoint
7	3/26	<ul style="list-style-type: none"> Chapter 5 discussion 	<ul style="list-style-type: none"> Quiz Chapter 5 – online Read Chapter 6 and review PowerPoint
8	4/2	<ul style="list-style-type: none"> Chapter 6 discussion 	<ul style="list-style-type: none"> Quiz Chapter 6 – online Read Chapter 7 and review PowerPoint
9	4/9	<ul style="list-style-type: none"> SPRING BREAK 	
10	4/16	<ul style="list-style-type: none"> Chapter 7 discussion 	<ul style="list-style-type: none"> Quiz Chapter 7 – online Read Chapter 8 and review PowerPoint LAPA Career Conference 4/18/2015
11	4/23	<ul style="list-style-type: none"> Chapter 8 discussion Hand out Practical Assignment #4 	<ul style="list-style-type: none"> Quiz Chapter 8 – online Read Chapter 9 and review PowerPoint
12	4/30	<ul style="list-style-type: none"> Chapter 9 discussion 	<ul style="list-style-type: none"> Quiz Chapter 9 – online Read Chapter 10 and review PowerPoint
13	5/7	<ul style="list-style-type: none"> Chapter 10 discussion 	<ul style="list-style-type: none"> Quiz Chapter 10 – online Read Chapter 11 and review PowerPoint
14	5/14	<ul style="list-style-type: none"> Chapter 11 discussion 	<ul style="list-style-type: none"> Quiz Chapter 11 – online Read Chapter 12 and review PowerPoint
15	5/21	<ul style="list-style-type: none"> Chapter 12 discussion 	<ul style="list-style-type: none"> Quiz Chapter 12 – online
16	5/28	<p>Final Exam: (Blue or Green Book REQUIRED!) NOTE: The date and time for the Final Exam could change. You will be notified well in advance if this is the case.</p>	

