

WEST LOS ANGELES COLLEGE

CLASS OUTLINE – SPRING 2014

CAOT A (Sec. # 3660)

CAOT B (Sec. # 3661)

CAOT C (Sec. # 3662)

02/10/2014 UNTIL 06/09/2014

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 5, 2014).** 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!
- **Academic Integrity**
 - Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge.
- **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.

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Students programs and Services located in HRLC 119, phone number 310.287.4450 as soon as possible to better ensure such accommodations are implemented in a timely fashion.

College is Closed

President's Day (Weekend) Fri, Feb 14 – Mon, Feb 17
Cesar Chavez Mon, Mar 31
Spring Break Mon, Apr 7 - 13
Memorial Day Mon, May 26
Non Instruction Day Tues, May 27

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Session	Assignments & Exams	
Session 1	Feb. 13	<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. 20	
Session 3	Feb. 27	
Session 4	Quiz 1 Mar. 6	
Session 5	Mar. 13	
Session 6	Quiz 2 Mar. 20	
Session 7	Apr. 3	
Session 8	Spring Break Apr. 7 – Apr. 13	
Session 9	Apr. 17	
Session 10	Quiz 3 Apr. 24	
Session 11	May 1	
Session 12	Quiz 4 May 8	
Session 13	May 15	
Session 14	May 22	
Session 15	Review for Final May 29	
Session 16	Final Exam June 5	