

**WEST LOS ANGELES COLLEGE**  
**CLASS OUTLINE – SPRING 2014**  
**CAOT 93, SECTION #3656**  
**02/10/2014 UNTIL 06/09/2014**

**Instructor:** P.W. Morris  
morrispw@wlaac.edu

**Textbook:** Preparing Legal Documents Workbook (13th ed.) / Morris  
ISBN: 978-0-8400-0112-2 at WLAC Bookstore

Optional: Microsoft Office Word 2010 / Hinkle  
ISBN: 978-0-07-31929-6

Room: CE 225  
Class Hours: 6:45 ~ 8:50 p.m.  
Office Hours: 6:10 ~ 6:45 p.m. in room CE 225  
by appointment.

**Additional Materials:** USB Flash / Thumb Drive  
Scantron Forms / No. 2 pencil  
Blue ink pen

**Optional Materials:** 3-ring binder  
File folders

**Course Objectives:** Students will learn advanced information processing concepts with an emphasis on practical application to produce legal documents within the law firm setting, including briefs, memos, pleadings and many other legal documents using Word 2010. Various software (Word, Adobe, Excel, etc.) will be used. This course is designed for Paralegal Program students (required) and Legal Secretary Program students (required).

**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, to use the computer lab to complete tutorials, 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. Taping of my lectures is not allowed.

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

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.

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**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.

**Student Evaluation:** A total of five 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 (MON., June 9, 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 five 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."

<b>Grade</b>	<b>Percent of Total</b>
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 93 includes a comprehensive objective measure and a practical evaluation performed on a computer. The practical requires the student to use the currently assigned software to prepare an advanced procedure such as: create pleading templates for various court jurisdictions; create table of contents, table of authorities and other specialized forms along with documents formatted for electronic service all provided by the instructor. The entire practical activity is timed.

### **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](http://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. Retrieve them from any computer with an internet connection. You can store up to 25GB -- that's better than your thumb drive!

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- **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 February 21. The last day to drop without a “W” is February 21. The last day to drop with a “W” is May 9.
- **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.

**Disabled Student Services** – If you know or think that you have any learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in the Student Services Building room 320 or at (310) 287-4423. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me.

**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.

**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	Subject
Session 1 Feb. 10		<ul style="list-style-type: none"> <li>• Introduction / Overview</li> <li>• Creating, Editing, Formatting, and Printing a Document Review</li> <li>• Using Page, Paragraph, and Font Formatting Commands</li> <li>• Agreement</li> <li>• Appellate Formats</li> <li>• Automatic Numbering</li> <li>• Briefs</li> <li>• Complaint</li> <li>• Creating a Pleading</li> <li>• Creating Documents for E-filing</li> <li>• Customizing Your Software: Toolbars, Shortcut Keys, etc.</li> <li>• Federal Formats</li> <li>• File Management</li> <li>• Finding Forms on the Internet</li> <li>• Footnotes</li> <li>• General Rules</li> <li>• Headers and Footers</li> <li>• Notice of Motions, Points &amp; Authorities</li> <li>• Paragraph Formatting</li> <li>• Proofs of Service</li> <li>• State Formats</li> <li>• Supreme Court Formats</li> <li>• Table of Authorities</li> <li>• Table of Contents</li> <li>• Track Changes / Redlining</li> <li>• Transferring Data Between Documents</li> <li>• Transferring Data Between Programs</li> <li>• Typical Letter</li> <li>• Using Tabs</li> <li>• Word Count</li> <li>• Working with Spreadsheets and E-mail</li> </ul>
Session 2 Feb. 17	Campus Closed	
Session 3 Feb. 24		
Session 4 Mar. 3	Quiz 1	
Session 5 Mar. 10		
Session 6 Mar. 17	Quiz 2	
Session 7 Mar. 24		
Session 8 Mar. 31	Campus Closed	
Spring Break Campus Closed Apr. 7 to Apr. 13		
Session 9 Apr. 14		
Session 10 Apr. 21	Quiz 3	
Session 11 Apr. 28		
Session 12 May 5	Quiz 4	
Session 13 May 12		
Session 14 May 19	Quiz 5	
Memorial Day Campus Closed May 26 and May 27		
Session 15 June 2	Review for Final	
Session 16 June 9	Final Exam	