



INSTRUCTIONAL PACKAGE

LEG 232

Law Office Management

2018-2019

Fall 2018

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

EFFECTIVE TERM: 2018-2019

COURSE PREFIX: LEG 232

CONTACT HOURS: 3.0

COURSE TITLE: Law Office Management

CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE: To familiarize the paralegal student with effective law practice management techniques and systems through the study of realistic applications.

COURSE DESCRIPTION: This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures.

PREREQUISITE: (COMPASS Writing 78 and COMPASS Reading 85) or (ACCUPLACER Reading Comp 075 and ACCUPLACER Sentence Skills 081) or (New ACCUPLACER Reading Comp 250 and New ACCUPLACER Sentence Skills 250) or (COMPANION Reading 075 and COMPANION Sentence Skills 081) or (Multiple Measures English 1) or (ACT Reading 19 and ACT English 19) or SAT Critical Reading 480 or Credit level [ENG 101](#) Minimum Grade of C or Credit level [ENG 101](#) Minimum Grade of TC or Credit level [ENG 100](#) Minimum Grade of C*) Must be an Associate Degree student, not a Certificate Degree student.

REQUIRED MATERIALS: Practical Law Office Management (4th Edition), Cynthia Traina Donnes. Other materials will be provided in class or via websites and D2L.

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

CLASSROOM ETIQUETTE:

Please refer to your Instructor's Course Information Sheet for specific information.

**PART II: STUDENT LEARNING OUTCOMES
COURSE LEARNING OUTCOMES and ASSESSMENTS*:**

MODULE #1

Material Covered:	Chapter 1: The Legal Team Chapter 2: Legal Administration & Technology
*Assessments:	Assignment Test 1
Learning Outcomes:	Discuss the titles and duties of the members of the legal team. Explain the different types of legal practices and organizational structures. Identify the functions of legal administration. Discuss technology issues in the legal practice.

MODULE #2

Material Covered:	Chapter 4: Client Relations & Communication Chapter 8: Legal Marketing
*Assessment:	Assignment Test 2
Learning Outcomes:	Explain factors to promote client relationships and ways to communicate effectively. Differentiate between advertising and marketing in the practice of law. Identify ethical issues that can arise in marketing.

MODULE #3

Material Covered:	Chapter 5: Legal Fees, Timekeeping & Billing Chapter 6: Trust Funds & Law Office Accounting
*Assessments:	Assignments Project/Presentations
Learning Outcomes:	Explain the major types of legal fee arrangements. Differentiate between timekeeping and billing. Discuss the legal billing process. Explain the purpose of and ethical rules regarding trust/escrow accounts.

MODULE # 4

Material Covered:	Chapter 7: Calendaring, Docket Control & Case Management Chapter 9: File and Law Library Management
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***Assessments:** Assignment
Test 3

Learning Outcomes: Discuss court deadlines and case docket systems.
Identify manual and computerized docket and calendaring systems.
Explain file management and its importance and ethical issues regarding document management.

MODULE # 5

Material Covered: Chapter 3: Ethics & Malpractice

***Assessments:** Assignment
Test 4

Learning Outcomes: Define unauthorized practice of law and factors effecting paralegals.
Explain attorney-client privilege and to whom the privilege applies.
Identify what constitutes a conflict of interest and the methods used to limit such conflicts.

*** Students – please refer to your Instructor’s Course Information Sheet for the most up to date and specific information on assessments and due dates.**

PART III: GRADING AND ASSESSMENT

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

TESTS -----	40%
ASSIGNMENTS -----	40%
PROJECT -----	15%
PREPARATION AND PARTICIPATION-----	05%
TOTAL	100%

***Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.**

COURSE GRADING SYSTEM:

100% - 90%

A

89% - 80%

B

79% - 70%

C

69% - 60%

D

59% & Below

F

I Course requirements incomplete. Must be completed by deadline given by Instructor or “I” converts to an F.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

PART IV: ATTENDANCE

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



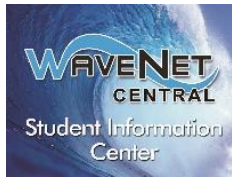
The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

- 1. Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
- 2. On-line student success and academic support resources.**

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455.

Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu