

Technical College of the Lowcountry
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LEG 232
LAW OFFICE MANAGEMENT

Course Description

This course is a study of the basic principles of office management, including administrative procedures, client relations and office operation procedures.

3 Credits

Course Focus

The student will focus on explaining the practices and procedures utilized in various law offices. He/ she will be able to explain time-keeping, paralegal ethical responsibilities and firm organizational structure. The student will also be able to describe and demonstrate various legal software and hardware applications.

Text and References

Fundamentals of Law Office Management, 4th ed., Everett-Nollkamper, Delmar/Cengage Learning

Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives.

1. explain law office technology use
2. describe technology support staff role
3. identify helpful legal technologies
4. define legal ethics
5. describe confidentiality and attorney client privilege
6. discuss conflict of interest rules
7. differentiate between application and specialty application software
8. identify different computer operating systems
9. install software
10. understand network and security functions
11. identify internet browsers
12. define metadata
13. discuss list serves
14. describe encryption technology
15. locate legal research online resources
16. construct search query

17. find word processing functions
18. create word processing document
19. save secure documents
20. identify electronic spreadsheet parts
21. create electronic spreadsheet
22. use spreadsheet special features
23. define database function
24. find online and program resources
25. implement planned database
26. explain electronic document filing system
27. identify electronic document formats
28. describe document scanning software and hardware
29. demonstrate calendaring software
30. explain timekeeping software
31. find office management software
32. describe litigation management software
33. explain case management software collaborative benefits
34. define discovery
35. discuss technological changes in document discovery process
36. define spoliation
37. explain FRCP e-discovery issues
38. describe e-discovery procedural questions
39. produce metadata evidence
40. explain processing discovery documents issues
41. use litigation document management software
42. identify document delivery ethical issues
43. update electronic legal research
44. detail case management specialty applications
45. detail time lines and pretrial discovery process

Student Contributions

Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class. The student will complete a series of practical assignments that focus on practical legal computer applications. The student will successfully complete five examinations.

Course Evaluation

Your performance objective and exams will be translated to points and the points to grades. There are 441 points possible and grades will be earned as follows: A = 397 to 441, B = 353 to 396, C = 309 to 352, D = 265 to 308. These points correlate with a 10 point grading scale: A= 90-100; B= 80-89; C= 70-79; D= 60-69; F=Below 59.

Approved by: *Kenneth Flick*

Ken Flick, Division Dean for Business/Industrial Division

Developed/Revised: 5/13

ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVW 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

Emergency Text Message Alert

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp