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

Course Focus
Upon successful completion of LEG 232, the student will be able to:

1. Discuss the practical experiences presented in a law office.
2. Handle routine paralegal assignments including timekeeping and document retention.
3. Articulate the ethical situations and possible solutions presented in a legal/office environment.

Text and References

Student Contributions
Students should review all assigned material. Students are expected to complete 9 multiple choice quizzes, two multiple choice examinations.

STATEMENT OF NON-DISCRIMINATION
The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability or political affiliation or belief.

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.

- You must complete the initial quiz in the first nine days of the class. The initial quiz simply asks you for contact information so you do not need to study any materials before completing it, only review the Course Syllabus located in the Syllabus link. If you do not complete the quiz, by midnight, Tuesday, June 18th, I will be required to drop you from the course as having never attended.

- 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 withdrawal 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, WWVV 106.9, WLOW 107.9, WGGZ 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

BROADCAST LEARNING FORMAT: This class is being taught in a broadcast learning format. Images and word of class participants may be transmitted live or on a delayed basis to other locations. Classes may be rebroadcast due to extenuating circumstance.

Course Evaluation

Your performance objective and exams will be translated to points and the points to grades. These points correlate with a 10 point grading scale: A= 90-100; B= 80-89; C= 70-79; D= 60-69; F=Below 59.

Course Schedule

1. Online/hybrid course Communication:
   This is an online/hybrid course. You may contact other students by using the e-mail course function. Messages sent via e-mail are private and can only be accessed by the person to whom the e-mail is addressed. E-mails are appropriate for student to student questions and are the primary way I will communicate with you. Please do not hesitate to send me an e-mail regarding any matter in this course or in the paralegal program. My cell number is 843-521-3321. Please feel free to call or text me.
2. **Online Quizzes:**
   In order to ensure that you understand the content of the course, I have set up quizzes that correlate to the materials covered in each unit outlined in the course schedule. The quizzes are 20-25 multiple-choice questions and the time period for each quiz is one hour and the due dates are set out in the schedule. Do not wait until the last minute as you will not have time to complete all the quizzes. If it appears that you are not satisfactorily progressing in the class, I will set up a conference and we will discuss options to improve your understanding of the materials. If at any time, you feel you do not understand any of the course concepts, please immediately contact me.

1. **Unit 1**
   - The Legal Team, Law Practices and Law Firm Organization Chapter 1
   - Legal Administration and Technologies Chapter 2
   - Ethics and Malpractice Chapter 3
   - Client Relations and communication Skills Chapter 4

**Unit 1 quizzes available from Tuesday June 11th – Wednesday, July 3rd**

**MID-TERM EXAMINATION – CHAPTERS 1 - 4 available from Monday, July 1st- Monday, July 14th, (includes July 4th break).**

2. **Unit 2**
   - Legal Fees, Timekeeping and Billing Chapter 5
   - Client Trust Funds and Law Office Accounting Chapter 6
   - Calendaring, Docket Control & Case Management Chapter 7
   - Legal Marketing Chapter 8
   - File and Law library Management Chapter 9

**Unit 2 quizzes available from Friday, July 3rd through Tuesday, July 30th.**

**FINAL EXAMINATION – CHAPTERS 5-9 available Monday July 22nd– Thursday August 1st:**

**SAFETY ADDENDUM**

**Purpose**

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.
Definitions

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using 911 if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling 911 and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

Procedures

Active Shooter

Building Evacuation
1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.

2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.

4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.

5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

**Campus Evacuation**
1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.

2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

**Lockdown**
1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor’s directions
8. Silence cell phones
Wait for the “All Clear” before leaving

Developed/Revised: August 2019