BIT131 Administrative Procedures for the Legal Professional

I. CATALOG DESCRIPTION

A. Prerequisite: 30 net wpm

B. 3 semester hours credit

C. Administrative procedures are the responsibility of the legal professional. The student will learn about the management of the law office, working with attorneys and clients, legal ethics, records management, handling all mail, telephone techniques, travel arrangements, scheduling and establishing priorities. (F, S)

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURE

<table>
<thead>
<tr>
<th>Students will become familiar with the structure and duties, and functions of each employee of the law office.</th>
<th>Students will work in a team project and each will be assigned specific duties related to specific jobs in the law office and produce a manual for the team for the office.</th>
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<tr>
<td>Students will demonstrate timekeeping, billing, and records management in the management of the law office.</td>
<td>Students will be given a class assignment where they will fill out legal files for new clients.</td>
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<td>Students will prioritize assignments and responsibilities in accordance with the responsibilities of working with attorneys and clients.</td>
<td>Students will work in a simulated law environment where they will be given assignments to prioritize for the lawyer and the staff.</td>
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<td>Students will perform written and verbal communications in the law office.</td>
<td>Students will produce mailable letters for the lawyer and client.</td>
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<td>Students will make travel arrangements for the attorneys and/or staff.</td>
<td>Students will work in a simulated environment where they will make travel arrangements for the lawyer.</td>
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<td>Students will utilize docket control system software.</td>
<td>Students will set up the files for the clients using docket control system software.</td>
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<td>Students will perform mail handling.</td>
<td>Students will take an in-class exam about the rules for mail handling.</td>
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III. COURSE OUTLINE WITH UNIT OBJECTIVES

A. Management of the Law Office
   1. Timekeeping systems
   2. Client accounting information
   3. Attorney fees
   4. Law office organization
   5. Etiquette in the office and the courtroom
   6. Professional organizations

B. Working with attorneys and others
   1. Duties and responsibilities
   2. Legal advice
   3. Trial book
   4. Establishing priorities
   5. Scheduling assignments

C. Ethics in Client relations
   1. Ethics
   2. Malpractice
   3. Court sanctions
   4. Legal professionals and ethics

D. Filing and records management
   1. Filing systems
   2. Centralized files
   3. Client confidentiality
   4. Computerized files

E. Communications
   1. E-mail
   2. Writing letters
   3. Internal memoranda
   4. Oral communications
   5. Telephone techniques

F. Mail and docket control systems
   1. Incoming mail log
   2. Incoming correspondence
   3. Incoming mail folder
   4. Outgoing mail
   5. Chronological file
   6. Routing mail
   7. Docket control systems
   8. Online calendaring
   9. Computerized document assembly systems
G. Travel arrangements
   1. Forms
   2. Handling flight information
   3. Handling flight information

IV. METHOD OF INSTRUCTION
   A. Lecture
   B. Discussion
   C. Projects

V. REQUIRED TEXTBOOK WITH PUBLICATION INFORMATION


VI. REQUIRED MATERIALS FOR STUDENT

   Three-ring binder, flash drive, pen, pencil, and paper

VII. SUPPLEMENTAL REFERENCES

   Websites

VIII. METHOD OF EVALUATION

   A. Homework – 20%
   B. Quizzes – 20%
   C. Tests – 40%
   D. Projects – 20%

IX. ADA AA STATEMENT

   Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3169).
X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.