

Santa Ana College Course Syllabus

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Class: Law Office Management Paralegal 101

Course Description: A study of the structure and procedures of the law office including filing systems, document management, billing and timekeeping, job search, indexing and calendaring.

Text: Fundamentals of Law Office Management: Systems, Procedures, and Ethics, Fourth or Fifth Edition, by Pamela Everett Nollkamper. The first assignment requires you to locate and have in your possession this text. THE TEXT IS NOT AVAILABLE IN THE SAC BOOKSTORE.

Student Evaluation: All assignments for this class are accessible via Canvas (replaces Blackboard) at rscd.instructure.com . You will use your Webadvisor log in and password.

Each assignment will be given a numerical value (i.e. 10 points, 20 points and so on. 90% is an A, 80% is a B, 70% is a C, 60% is a D. The assignments will be placed into categories. Each category will be given a weight or a percentage that the whole category will be of the final grade. The categories and weights are as follows:

General Assignments 40%, Discussions 40%, Final Projects 20%. Example: You only did the assignments which as a group were worth 5,000 points, the discussions were 20 points and final assignments worth 10. You would still only have a 40% in the class. Each category is important, and you need to complete all assignments. **Remember all Paralegal classes must be passed with a C or better to count toward your certificate/degree.**

Due Dates: Various online assignments for credit will be given. To receive credit assignments must be posted by their due date. *One of the student learning out comes for this class is meeting deadlines and scheduling your time so as to meet your work load and assignments. Therefor a strict adherence to the deadline rule will be observed.*

Canvas: Assignments for the class can be accessed at rscd.instructure.com. You may access this web site from home, the library or the student labs at SAC. Your log on and password is the same as your web advisor log on and password. The student is expected to monitor the web site and complete all assignments in a timely manner when posted on the web site. The schedule of reading and assignments will be posted on the web site. Lecture material will be made available on the web site. The student will be able to access their current grade and credit for assignments on the web site. The assignment schedule may be modified throughout the semester. One of the class requirements is that the student monitor the assignment schedule and make sure they comply with the latest version of the schedule.

Contact with Professor Manzano: All class questions must be asked on Canvas under class discussions/class questions. Do not contact Professor Manzano by email unless there is a privacy issue. Include your name and class in all correspondence. *One of the student learning outcomes for this class is for you to demonstrate the ability to communicate in a professional manner.*

Legal Questions: Professor Manzano will only answer questions pertaining to the material covered in class. Do not ask personal legal questions. Professor Manzano will not give legal advice. If you have a legal question, you are advised to consult your attorney. Professor Manzano will not represent students.

Student Learning Outcomes: Students will be expected to demonstrate the following:

1. Students will demonstrate the ability to follow instructions and submit work in a professional and timely manner. The class web site is at <http://rscsd.instructure.com>. All assignments are on this web site. All assignments must be submitted on this web site by the due date. Do not email assignments. Due dates are listed on Blackboard. The assignment is due by 11:59 p.m. You may submit late assignments up until the time it is graded for partial credit. If you go to submit and there is a 0 in the grade column, the statute of limitations has run. Do not email and ask if you can submit a late assignment. (See 473.1 C.C.P. declaration).
2. Students will demonstrate the ability to communicate in a Professional Manner. All class questions must be asked in the class question section of the discussion board. If you email class questions to Professor Manzano he will not respond. It will be considered an ex parte communication. Check the chapter on ethics. All communications with Professor Manzano must be in a professional format as should be used in a law office. You must include your name, the class you are in and the subject matter of the correspondence. Use proper English and grammar. Use complete sentence, no text short cuts. Professor Manzano may deduct up to
3. Students will demonstrate the ability to work independently and follow complex instructions. The text and materials that will be used are: Fundamentals of Law Office Management: Systems, Procedures, and Ethics, Fourth or Fifth Edition, by Pamela Everett Nollkamper, ISBN: 1-4018-24633, or 1-133-28084-6. The text is not in the book store. The first assignment will be to procure the text by the deadline in as inexpensive a way as possible. Check your email for the first assignment.
4. In addition to the material in the text, you will be expected to demonstrate the following skills:
 - a. Self direction: Manage your own time. Find answers yourself. When not sure how to do something, try first.
 - b. Deadlines: In a law office, you will be responsible for meeting deadlines. Just like in the legal profession, missing deadlines has consequences. Manage your time so you can meet deadlines.
 - c. Use of computers: Computer skills in the legal profession are important. You will need to use computers to access and submit assignments. If you have problems visit the Business Division Computer labs in the A building.
 - d. Interpersonal Skills: You will be graded on how you interact with other students on the discussion board. Students who are demeaning, rude or abusive will be removed from the class. Everything you do on Canvas may be monitored and accessed by Professor Manzano who has a 0-tolerance policy.
 - e. Law Office decorum: Professor Manzano is your “supervising attorney.” You should treat him with proper respect and all of his staff (that includes all of my student/paralegals as well as the office

staff) with respect. You need to treat fellow employees and your clients with proper respect. You expect to advance in your job, you expect to do well in the class, then act accordingly.