



## GOALS:

- To gain the knowledge required to function effectively in a productive and efficient law office environment
- To develop a basic knowledge of the legal secretary/assistant's clerical and practical duties required in a law office
- To develop and apply the procedures involved in estate planning and in the creation of estate documents
- To develop basic legal knowledge and understanding of family law.

## OBJECTIVES:

The student will:

- recognize what it means to dress, act, and behave professionally
- recognize and apply effective phone, voice-mail, and e-mail techniques
- describe the concept of effective time management
- formulate plans to efficiently manage their time
- perform and apply common billing practices and the mechanics of law office time keeping
- illustrate the mechanics of effective file management
- recognize, evaluate, and justify the realities of office politics
- recognize, evaluate, and apply methods to work effectively with “challenging” clients, attorneys, and colleagues.
- identify and apply the rules of estate planning and prepare law office documents.
- identify and define the concepts and terminology involved in family law.
- develop expertise in keying legal material – improving keying skills in both speed and accuracy

## GRADING:

Assignments	25%
Quizzes & Tests	35%
Professionalism	10%
Final Exam	30%

### What is Professionalism?

The students will demonstrate professionalism and job success skills through:

- Timely completion of work
- Maintaining a high standard of work
- Ability to work both independently and collaboratively

**TRANSFERABILITY:**

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

**STATEMENT ON PLAGIARISM:**

The instructor reserves the right to use electronic plagiarism detection services. Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

<b>Administrative Technology Department Grading Conversion Chart</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>