



LAW OFFICE MANAGEMENT

LWVG200 — Law Office Management, 3.0 hours

PROFESSOR

Joe Reyes

Joe has been a Mediation Instructor with Lakewood College since June of 2017. Before being part of the Lakewood team, he worked as a mediator for the Center for Effective Dispute Resolution (CEDRS) as well as a private mediator. In addition to working in the mediation field, he has held several positions.

Joe worked as Criminal Justice program director for San Joaquin Valley College, an Officer with the Fullerton College Campus Police Department, Field Training Officer at the State of California Office of Protective Services. He was then promoted to the Special Investigations Unit (SIU) and investigated numerous cases involving child abuse, elder abuse, death investigations, and sexual assaults.

In 2007, Mr. Reyes transferred to the State of California Department of Corrections where he worked as a Special Agent with their Internal Affairs (OIA) Unit. Joe held the position of Terrorism Liaison Office.

Joe served 7 years in the United States Marine Corps and 6 years in the Army National Guard. He has a Bachelor of Science in Criminal Justice and a Master of Arts in Negotiations and Conflict Management.

CONTACT INFORMATION

E-mail: jreyes@lakewood.edu
Cell Phone: 800-517-0857 X 737

ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

All members of the Lakewood University community who use the University's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing info@lakewood.edu

BOOKS AND RESOURCES

Nollkamper, Pamela Everett. Fundamentals of Law Office Management. 5th Ed. Albany, NY: Delmar, 2014.

EVALUATION METHOD

Graded work will receive a numeric score reflecting the quality of performance.
Course Requirement Summary

- Assignments - Total of 60 Points

- Weekly discussion forums-Total of 80 Points
- Final Exam - 50 Points

GRADING SCALE

Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 190. To determine the final grade, the student's earned points are divided by 190.

Your overall course grade will be determined according to the following scale:

A = (90% -100%)

B = (80% - 89%)

C = (70% - 79%)

F < (Below 70%)

ACADEMIC INTEGRITY/ PLAGIARISM:

Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

DISABILITY ACCOMMODATIONS

Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: disabilityservices@lakewood.edu

SUPPLEMENTAL TEXTS

You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

LIBRARY

Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at modell@lakewood.edu or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

SUPPORT

Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2
info@lakewood.edu
studentservices@lakewood.edu

CAREER SERVICES

Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2
careerservices@lakewood.edu

LESSONS

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #1	<ul style="list-style-type: none">The Legal MarketplaceThe Legal Team	Study Course Syllabus Read Chapters 1 & 2 Review PowerPoints Participate in the Discussion Forum Complete Assignment 1	Assignment 1 upon completion of the lesson	Objective 6 Objective 1 Objective 2 Objective 3
Lesson #2	<ul style="list-style-type: none">Personal RelationsThe Attorney-Client Relationship	Read Chapters 3 & 4 Review PowerPoints Participate in 2 Discussion Forum		Objective 9 Objective 3 Objective 4 Objective 5 Objective 6
Lesson #3				Objective 6 Objective 7

<ul style="list-style-type: none"> • Legal Assistant Ethics and Client Relations • Legal Fees 	Read Chapters 5 & 6 Review PowerPoints Participate in the Discussion Forum Complete Assignment 2	Assignment 2 upon completion of the lesson
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TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #4	<ul style="list-style-type: none"> • Timekeeping • Billing and Financial Management 	Read Chapters 7 & 8 Review PowerPoints Complete Midterm Writing Assignment	Midterm assignment upon completion of the lesson	Objective 6 Objective 7 Objective 8

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #5	<ul style="list-style-type: none"> • Managing the Clients' Funds Account • Technology in the Law Office 	Read Chapters 9 & 10 Review PowerPoints Participate in 2 Discussion Forum	Assignment 2 upon completion of the lesson	Objective 6 Objective 8

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #6	<ul style="list-style-type: none"> • Law Office Systems • Docket Control Systems 	Read Chapters 11 & 12 Review PowerPoints Participate in the Discussion Forum Complete Assignment 3	Assignment 3 upon completion of the lesson	Objective 6 Objective 8 Objective 10

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #7	<ul style="list-style-type: none"> • Records and File Management • Law Library Organization and Management 	Read Chapters 13 & 14 Review PowerPoints Participate in the Discussion Forum Complete Assignment 4	Assignment 4 upon completion of the lesson	Objective 6 Objective 11

TITLE	READINGS/ASSIGNMENTS	DUE
Lesson #8	Review the PowerPoint Complete the Final Exam Request the Next Course Course Evaluation THANKS FOR A GREAT CLASS	Final exam upon completion of the lesson

DESCRIPTION

This course will cover the theories, procedures, and systems of law office management, as well as an overview of the legal team and judicial system. Includes law practice technology as applied to paralegals.

Program Objectives

- 1) Discuss how law firms are structured.
- 2) Discuss the players of a law firm.
- 3) Recognize the role of a paralegal in the law firm.
- 4) Discuss the requirements of professionalism.

- 5) Discuss the attorney-client relationship.
- 6) Discuss legal fees, timekeeping, and law office accounting.
- 7) Compare the type of legal technology available to paralegals.
- 8) Recognize the role of human resources.
- 9) Explain calendaring and docketing.
- 10) Illustrate file maintenance

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