

**CLASS NUMBER AND NAME:** LGN320B CALENDARING FOR THE LAW OFFICE II

**TOTAL CLOCK HOURS/UNITS:** 24 Hours/1 Unit

**PREREQUISITES:** Completion of LGN320A Calendaring for the Law Office I

**TEXT AND MATERIALS:** No text required. Continuation of Abacus (120 day trial software for students). Contact your instructor immediately if you no longer have access to the student trial version of Abacus.  
Laptop recommended but not required. If you don't have access to a laptop, contact your instructor immediately so that a lab computer can be assigned to you and the trial version installed.

**CLASS DESCRIPTION:** This course, the second of two that utilizes calendaring software to train students in the requirements of calendaring, timekeeping, and billing in a law office.

Students will learn how to calendar with Abacus (both case management and the day-to-day calendaring of a law office), link matters and clients, create rules, do conflict checks, and generate reports. Emphasis is placed on beginning a case and on calendaring for trial.

**CLASS OBJECTIVES:** The objectives of this class are as follows:

1. To understand and fully operate the resources available in Abacus.
2. To acquire the knowledge necessary to research and implement standard conflicts checks, calendaring, timekeeping, and billing requirements in any law office, with or without access to a software program.

**REQUIREMENTS:** This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences. Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus diagrams, flashcards, and practice tests all when appropriate to augment learning. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.

## CLASS FORMAT

### OVERVIEW:

Lecture and review of calendaring practices in a law firm. This is a lab class; this means students will receive individualized instruction and tutoring during class.

Lecture and demonstration of Abacus program and overview of the assigned projects will be discussed each day. Projects will be assigned, reviewed, and submitted as scheduled by the instructor.

## CLASSROOM

### ATTENDANCE:

It is critical to the student's success to attend class every day. The instructor will consider attendance and participation in the final grade and may deduct up to 30% of the grade based on attendance and participation. The student's presence for the entire class is an important demonstration of the concept of professional demeanor and shows respect for the class. Therefore, students will only be marked present when they arrive on time and remain for the entire class session. A student must be present for a minimum of 80% of the class, or she/he will be asked to leave the class and will be withdrawn or receive a failing grade in the class.

### TESTING:

There are no tests in Calendaring for the Law Office II. Grades are based entirely on project assignments, homework, and attendance.

### GRADING POLICIES:

The work submitted to the instructor will be evaluated according to the specified requirements of the assigned work and its accuracy. **No late work will be accepted and no make-up work will be permitted. Students must complete all assignments in order to pass.** Students must work individually and must turn in their own work.

Course grades for each module will be based on the average of the scores received on course assignments, homework, and attendance. The attached course outline provides points available and homework policies.

Weighting of grades is as follows:

100% Homework and in-class assignments. (Points will be deducted for lack of attendance and participation. See attendance policy above.)

Combined grades from attendance, class participation, homework, and lab work be graded on the following scale:

100-90%	A
89- 80%	B
79- 70%	C
69- 60%	D
Below 60%	F

### FINAL GRADE:

The final grade is a letter grade based upon completing the assignments, total

points on assignments and attendance. In order to obtain an A in this class, the student must complete all assignments, have no more than 2 absences, and receive an average of at least 90 percent on all assignments.

**ANTICIPATED LEARNING  
OUTCOMES:**

Upon completion of this course, the student will be able to:

1. Understand and fully operate the resources available in Abacus including software set up, case management, timekeeping practices, and all report styles available within the program.
2. Use Abacus to calendar typical events in the life of a law office with two attorneys, two secretaries, and one paralegal, identify relationships and conflicts, log phone calls, and add a time entries for clients in various litigation matters.
3. Set up a firm profile, create an activity description, create a new contacts, open a files, and create a new matters.
4. Acquire the knowledge necessary to research and implement a calendaring system in any law office, with or without access to a software program.

**LGN320B –CALENDARING FOR THE LAW OFFICE II**

**OUTLINE – 6 WEEK MODULE**

<b>WEEK</b>	<b>REVIEW</b>	<b>ASSIGNMENTS/HOMEWORK</b>
<b>One</b>	<p><b>Review:</b></p> <p>Calendaring for the Law Office I (LGN320A) will be reviewed – Calendaring for civil litigation</p>	<p><b><u>Assignment 1 -- lab time:</u></b></p> <p>Begin Project: Calendaring Crane v. Bundy using Abacus <b>(250 points)</b></p> <p><b>Due Date:</b> Last class of week three</p> <p><b><u>HW: Reading Homework</u></b></p> <p>Abacus tutorials/Handouts re calendaring effectively</p>
<b>Two</b>	<p><b>Review:</b></p> <p>Continue civil litigation calendaring</p>	<p><b><u>Assignment 1 – lab time:</u></b></p> <p>Continue work on assignment #1</p> <p><b><u>HW: Reading Homework</u></b></p> <p>Handouts re keeping time effectively Calendaring Exercises: Keeping Time in Abacus</p>
<b>Three</b>	<p><b>Review:</b></p> <p>Discussion of calendaring in a family law office.</p> <p>Discussion of the forms used for a temporary restraining order (TRO)</p>	<p><b><u>Assignments 1 &amp; 2 -- lab time:</u></b></p> <p>Assignment #1: Finish and turn in this week -- due the last class of week three Assignment #2: IRMO: Banderas/Griffith (100 points) Due last class of week four (handed out this week)</p> <p><b><u>HW: Reading Homework</u></b></p> <p>Handouts re calendaring for family law</p>

<p><b>Four</b></p>	<p><b>Review:</b></p> <p>Discussion of Final Project</p>	<p><b><u>Assignments 2 &amp; 3: lab time</u></b></p> <p>Assignment #2: Finish and turn in this week -- IRMO: Banderas/Griffith Due last class of week four</p> <p>Assignment #3: Leonard v. Blanca – Final Project Due last class of mod (handed out this week)</p> <p><b><u>HW: Reading Homework</u></b></p> <p>Handouts re trial calendaring</p>
<p><b>Five</b></p>	<p><b>Review:</b></p> <p>Local rules re calendaring for trial</p> <p>Rules given out by individual judges re trial deadlines for his or her courtroom</p>	<p><b><u>Assignment 3: in class and lab time</u></b></p> <p>Continue work on Assignment #3 Final Project -- Due last class of mod</p> <p><b><u>HW: Reading Homework</u></b></p> <p>Handouts re calendaring – Judge Wick -- Dept. 19 deadlines for trial</p>
<p><b>Six</b></p>	<p><b>Review:</b></p> <p>Class discussion re final project – calendaring questions</p>	<p><b><u>Assignment 3: in class and lab time</u></b></p> <p><b>Finish Final Project</b></p> <p>Final Project Due last class of the module</p>

*The instructor reserves the right to reconfigure the above with prior notice to the class. The class objectives will be met regardless of deviation from this outline.*

*This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences. Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus diagrams, flashcards, and practice tests all when appropriate to augment learning. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.*