

**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 textbook. Materials will be handed out by the instructor in class.*

Required\*: Laptop purchased from the Bookstore or student's own laptop computer.

\*Note: only paralegal and law office admin. students are required to have a laptop. Legal secretary students do not have a laptop available as part of their program. Therefore, accommodations will be made for them to use classroom computers for Tabs3.

**CLASS DESCRIPTION:** This course, the second of two that utilizes calendaring software to train students in the requirements of calendaring in a law office. Students will continue to learn how to calendar with Tabs3 (both case management and the day-to-day calendaring of a law office). 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 Tabs3.
2. To acquire the knowledge necessary to research and implement calendaring and timekeeping requirements in any law office, with or without access to a software program.
3. Lecture and demonstration of Tabs3 program and overview of the assigned projects will be discussed. Projects will be assigned, reviewed, and submitted as scheduled by the instructor.

**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.

### 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:

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 Tabs3 including software set up, case management, and all report styles available within the program.
2. Use Tabs3 to calendar typical events in the life of a law office with an attorney and legal staff
3. Understand and operate the resources available in TABS3, which includes case time lines in local court systems: trial, case management, motions, discovery and document filing deadlines;
4. Awareness of typical law office procedures during the beginning of a case.
5. Set up a firm profile, create an activity description, create a new contacts, open a files, and create a new matters.
6. 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>One</b>	<b>Review:</b> Calendaring for the Law Office I (LGN320A) will be reviewed – Calendaring civil litigation
<b>Two</b>	<b>Review:</b> Continue civil litigation calendaring
<b>Three</b>	<b>Entering typical events in a law office.</b>

<p style="text-align: center;"><b>Four</b></p>	<p><b>Familiarity of Sonoma County Superior Court web site; review of motion deadlines</b></p>	<p><b>Assignm</b> <b>Due Dat</b></p>
<p style="text-align: center;"><b>Five- Six</b></p>	<p><b>Review:</b> Class discussion re final project – calendaring questions</p>	<p><b>Assignm</b> Work on Submit t</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.*