



# STARK STATE COLLEGE

## GENERAL SYLLABUS

### Course Information

**Course Name:** Legal Office Procedures  
**Course Number:** AOT224

### Required Materials

**Textbook(s):** Fundamentals of Law Office Management, Everett-Nollkamper 2014. ISBN: 1133280846 **THIS IS AN INSTANT ACCESS COURSE. YOU WILL HAVE THE EBOOK AVAILABLE ONCE CLASS BEGINS. If you would like the hard copy, you can check with the Campus Bookstore to see if there are copies available.**

**Required Readings:** None

**Additional Materials:** **MS Word** (See Start Here/Materials folder for more information)  
**Internet Access Required**

**Note:** Chromebooks are not permissible in this course. A PC or Mac is required.

### Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	Read/Review: <ul style="list-style-type: none"> <li>• Start Here Folder</li> <li>• Chapter 1 The Legal Marketplace</li> <li>• Chapter 1 PowerPoint</li> <li>• Chapter 1 Lecture</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Syllabus Quiz</li> <li>• Honesty in Learning Quiz</li> <li>• Chapter 1 Review Questions</li> <li>• Chapter 1 Discussion Question</li> <li>• Chapter 1 Project</li> </ul>
Week 2	Read/Review: <ul style="list-style-type: none"> <li>• Chapter 2 The Legal Team</li> <li>• Chapter 2 PowerPoint</li> </ul>

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"> <li>• Chapter 2 Lecture</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Chapter 1 Quiz</li> <li>• Chapter 2 Review Questions</li> <li>• Chapter 2 Discussion Question</li> <li>• Chapter 2 Project</li> </ul>
Week 3	Read/Review: <ul style="list-style-type: none"> <li>• Chapter 3 Personnel Relations</li> <li>• Chapter 3 PowerPoint</li> <li>• Chapter 3 Lecture</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Chapter 2 Quiz</li> <li>• 3 Review Questions</li> <li>• Chapter 3 Discussion Question</li> <li>• Chapter 3 Project</li> </ul>
Week 4	Read/Review: <ul style="list-style-type: none"> <li>• Chapter 4 The Attorney-Client Relationship</li> <li>• Chapter 4 PowerPoint</li> <li>• Chapter 4 Lecture</li> <li>• Study Guide Review – Test 1 Chapters 1, 2, 3, &amp; 4</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Chapter 3 Quiz</li> <li>• Chapter 4 Review Questions</li> <li>• Chapter 4 Discussion Question</li> <li>• Chapter 4 Project</li> </ul>
Week 5	Read: <ul style="list-style-type: none"> <li>• Chapter 5 Paralegal Ethics and Client Relations</li> <li>• Chapter 5 PowerPoint</li> <li>• Chapter 5 Lecture</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Test 1 Chapters 1, 2, 3, &amp; 4</li> <li>• Chapter 5 Review Questions</li> <li>• Chapter 5 Discussion Question</li> <li>• Chapter 5 Project</li> </ul>
Week 6	Read: <ul style="list-style-type: none"> <li>• Chapter 6 Legal Fees</li> <li>• Chapter 6 PowerPoint</li> <li>• Chapter 6 Lecture</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Chapter 5 Quiz</li> <li>• Chapter 6 Review Questions</li> <li>• Chapter 6 Discussion Question</li> <li>• Chapter 6 Project</li> </ul>
Week 7	Read: <ul style="list-style-type: none"> <li>• Chapter 7 Timekeeping</li> <li>• Chapter 7 PowerPoint</li> <li>• Chapter 7 Lecture</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Chapter 6 Quiz</li> <li>• Chapter 7 Review Questions</li> <li>• Chapter 7 Project</li> </ul>
Week 8	Read: <ul style="list-style-type: none"> <li>• Chapter 8 Billing and Financial Management</li> </ul>

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"> <li>• Chapter 8 PowerPoint</li> <li>• Chapter 8 Lecture</li> <li>• Study Guide Test 2 Chapters 5, 6, 7, &amp; 8</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Chapter 7 Quiz</li> <li>• Chapter 8 Review Questions</li> <li>• Chapter 8 Discussion Question</li> <li>• Chapter 8 Project</li> </ul>
Week 9-10	Read: <ul style="list-style-type: none"> <li>• Chapter 9 Managing the Client Funds Trust Account</li> <li>• Chapter 9 PowerPoint</li> <li>• Chapter 9 Lecture</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Test 2 Chapters 5, 6, 7, &amp; 8</li> <li>• Chapter 9 Review Questions</li> <li>• Chapter 9 Discussion Question</li> </ul>
Week 11	Read: <ul style="list-style-type: none"> <li>• Chapter 10 Technology in the Law Office</li> <li>• Chapter 10 PowerPoint</li> <li>• Chapter 10 Lecture</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Chapter 9 Quiz</li> <li>• Chapter 10 Review Questions</li> <li>• Chapter 10 Discussion Question</li> <li>• Chapter 10 Project</li> </ul>
Week 12	Read: <ul style="list-style-type: none"> <li>• Chapter 11 Law Office Systems</li> <li>• Chapter 11 PowerPoint</li> <li>• Chapter 11 Lecture</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Chapter 10 Quiz</li> <li>• Chapter 11 Review Questions</li> <li>• Chapter 11 Discussion Question</li> <li>• Chapter 11 Project</li> </ul>
Week 13	Read: <ul style="list-style-type: none"> <li>• Chapter 12 Docket Control Systems</li> <li>• Chapter 12 PowerPoint</li> <li>• Chapter 12 Lecture</li> <li>• Study Guide Test 3 Chapters 9, 10, 11, &amp; 12</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Chapter 11 Quiz</li> <li>• Chapter 12 Review Questions</li> <li>• Chapter 12 Discussion Question</li> <li>• Chapter 12 Project</li> </ul>
Week 14	Read: <ul style="list-style-type: none"> <li>• Chapter 13 File and Records</li> <li>• Chapter 13 PowerPoint</li> <li>• Chapter 13 Lecture</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Test 3 Chapters 9, 10, 11, &amp; 12</li> <li>• Chapter 13 Review Questions</li> <li>• Chapter 13 Project</li> </ul>
Week 15	Read:

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"> <li>• Chapter 14 Law Library Organization and Management</li> <li>• Chapter 14 PowerPoint</li> <li>• Chapter 14 Lecture</li> <li>• Final Exam Study Guide Chapters 13, 14, &amp; Soft Skills</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Chapter 14 Review Questions</li> <li>• Chapter 14 Discussion Question</li> <li>• All Article Analysis</li> </ul>
Week 16	<b>Assignments:</b> <ul style="list-style-type: none"> <li>• Test 4 Chapters 13, 14, &amp; Soft Skills</li> </ul>