



## LOP 250 Legal Office Projects Syllabus

### Course Information

Credits	3
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Office Fax	785-273-7080

### Description

The law office environment is somewhat different from the traditional business world. Legal Office Projects is designed to present an overview of the structure and functions of the law office and provide the student with an opportunity to learn about different specialty areas of the law and to prepare real-life documents and pleadings required in this profession.

### Textbooks

None

### Student Learning Outcomes:

- A. Communicate effectively
- B. Integrate technology
- C. Learn effectively
- D. Demonstrate cooperative teamwork skills
- E. Apply safety in the workplace
- F. Think critically and creatively
- G. Demonstrate responsible work ethics

### Competencies

1. Find a variety of laws using Kansas Statutes Annotated.
2. Demonstrate knowledge of personnel, environment and proper etiquette of a law firm.
3. Demonstrate knowledge of the State and Federal court system.
4. Find forms and rules from the District Court.
5. Find forms and rules of the Shawnee County District Court.
6. Find a specific Kansas Supreme Court case.
7. Write a case summary of a Kansas Supreme Court case.
8. Demonstrate the ability to use common office machines, including copy and fax machines.
9. Make a template of a Shawnee County case caption and legal letterhead.

10. Produce selected documents used in a Shawnee County civil case.
11. Produce selected documents used in a Shawnee County criminal case.
12. Produce selected documents used in a Shawnee County Divorce case.
13. Demonstrate the ability to find and file documents with the Clerk of the District Court.
14. Demonstrate the ability to correctly answer and direct telephone calls.
15. Demonstrate the ability to accurately calendar court dates and office appointments.
16. Demonstrate the ability to accurately maintain a filing system for a legal office.
17. Calculate legal fees in various forms.
18. Apply legal office ethics in a variety of situations.
19. Produce selected real estate documents.
20. Produce selected estate administration documents.
21. Demonstrate the ability to assist difficult office/client situations through role playing exercises.

## Guidelines for Success

### Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

### Grading Scale

A	92%-100%
B	84%-91%
C	76%-83%
D	68%-75%
F	67% or below

The course is graded by 70% classroom work and test scores, and 30% daily participation.

### Attendance

Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a student's grade or the ability to continue in the course. If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

## Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator

Phone: 785-228-6356

E-Mail: [ssscoordinator@washburn.edu](mailto:ssscoordinator@washburn.edu)

