

# Course Syllabus

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**Department** : Legal Assistant

**Course Title** : Advanced legal Document Preparation

**Section Name** : LGLA 2333.13

**Start Date** : 08/22/2011

**End Date** : 05/06/2011

**Modality** : FACE-TO-FACE

**Credits** : 3 hours

## Instructor Information

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**Name** : Kayla Zeigenbein

**OC Email** : kzeigenbein@odessa.edu

**OC Phone** : 432-335-6485  
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Office Hours for Fall 2011

Monday - 10:00 - 12:00

Tuesday – 6:00 - 11:00

Wednesday - 10:00 - 12:00

Thursday – 8:00 - 11:00

Friday by appointment only

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

### Course Description

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Preparation of legal documents by paralegals based on hypothetical fact situations drawn from various areas including real estate, family law, contracts, litigation, and business organizations.

### Prerequisites/Corequisites

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LGLA 1313 (may be taken concurrently).

## Scans

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(5, 6, 9, 10, 11)

## **Course Objectives**

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- 1.1 Describe the historical origins of the legal process.
- 1.2\* Identify key legal terms as used in the legal process.
- 1.3\* List the computer hardware used in the law office setting and explain its function.
- 1.4\* Identify major components of the litigation process and explain.
- 1.5 Define the role of the paralegal in the legal process.
- 1.6\* List and explain the key documents in the legal process.
- 1.7\* List and explain the function of the court system.
- 1.8\* Compare and contrast the civil and criminal law.
- 1.9 Define the role of the attorney in the legal process.
- 1.10 Define the existence of a cause of action.
- 1.11 List the techniques for interviewing a witness.
- 1.12 List and discuss the key motions and pleadings.
- 1.13 List and understand the key computer programs used in a law office setting.

\*INDICATES INTEGRATED, CORE CURRICULUM SKILLS  
(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

## **Required Readings/Materials**

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ProDoc Document Assembly Software – access codes will be given in class.

## Course Requirements (Lectures, Assignments and Assessments)

Dates	Assignments	Description
8/22 8/24	Class Orientation Module 1	Simple Document Assembly
8/29 8/31	Module 2	Client/Case Manager
9/5 9/7	Holiday Module 3	Default Answers
9/12 9/14	Module 4	Document Management
9/19 9/21	Module 5	Searching for Forms
9/26 9/28	Module 6	Editing Case Answers and Document Reassembly
10/3 10/5	Module 7 Module 8	Optimizing ProDoc Settings Saving Time w/ QuickText
10/10 10/12	Module 9	Texas Family Law PowerPack
10/17 10/19	Module 10	Document Formatting
10/24 10/26	Module 11	Graphic Forms
10/31 11/2	Module 12	Form Sets
11/7 11/9	Module 13	Editing Master Forms
11/14 11/16	Module 14	eFiling
11/21 11/23	Module 15 Thanksgiving Holiday	Using SOS to Manage the Law Office, SOS Part 1
11/28 11/30	Module 16	Using SOS to Manage the Law Office, SOS Part 2
<b>12/6</b>	<b>FINAL EXAM</b>	<b>11:00 – 1:30</b>

### Grading Policy

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Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted.

Grading Scales	Grading Percentages
A = 90-100	Modules – 70%
B = 80-89	Final Exam – 30%
C = 70-79	
D = 60-69	
F – Below 59	

## DEPARTMENTAL POLICY:

**NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.**

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### Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

### Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

### Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

### Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

### Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## **Important School Policies**

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For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

### **Disclaimer**

**\*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**