

Midstate College
411 W. Northmoor Rd.
Peoria, IL 61614
(309) 692-4092 (800) 251-4299
Winter Term 2018

Course number and Name: LEG 213 Law Office Management and Technology

Credit hours: 4 quarter hours

Method of Delivery: eLearning with an On Campus Component – Room 130

COURSE DESCRIPTION:

This Course focuses on the organization and management of a law office, ethical guidelines affecting the legal field, general hardware, software and web based technology utilized in the law office/legal arena. An emphasis will be placed on the organizational and personnel structure, management of a law office, ethics, law office fiscal/accounting processes involving fees, timekeeping and billing procedures, the use of the Microsoft Office software for specific law office applications, the use of specialized law office software utilized in document assembly, timekeeping, docket control, litigation support, and trial presentation, and the use of Web based resources used in the legal process.

PREREQUISITES: Successful completion of LEG 100 Introduction to Law and LEG 117 Civil Procedure or permission from the department director

Text: There is no textbook for this course. In addition to weekly lectures, the instructor may provide supplemental materials and direct students to certain online resources in an effort to master the course content.

Materials needed for this course: The minimum system requirements to complete an eLearning course with an On Campus Component at Midstate College.

Topics:

1. Law Office Organization and Management
2. Model Code of Ethics and Professional Responsibility
3. General Law Office/Legal Technology/Hardware
4. Microsoft Office Software
5. Specialized Law Office Software Applications
6. Web Based Technology/Resources

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

1. Identify the different types of law offices/practices
2. Analyze the various personnel positions within the law office.
3. Analyze the principles of managing a law office.
4. Identify the Model Code of Ethics and Professional Responsibility affecting the legal team
5. Identify law office hardware/general technology that is utilized in the performance of law office responsibilities.
6. Demonstrate how to use the Microsoft Office Software technology for specific law office applications
7. Understand the significance of the use of specialized law office software technology for specific law office applications.
8. Identify Web Based Technology/Resources utilized in the performance of law office responsibilities.

Midstate Grading Scale:

A = 100% to 90%

B = 89% to 80%

C = 79% to 70%

D = 69% to 60%

F = 59% to 0%

All students must have a 70% or better to pass this course.

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the

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Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

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Contact Student Success: Room 110; (309) 692-4092, ext. 1100;
studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Assessment Portfolio Reminder: Students (depending on your program major) may be required to prepare an assessment portfolio for graduation. Keep a copy of this syllabus in the portfolio. Use the “Evidence for Success” list from your program portfolio (or consult your Program Director) and instructions from the instructor to determine the assignment(s) that should be placed in the assessment portfolio.

Instructor: Ashley Miller, Attorney
National Labor Relations Board
Adjunct Faculty Professor, Legal Studies
ammiller4@midstate.edu

Live Office Hours: Wednesday 5:00 PM – 6:00 PM in Classroom on Weeks: 1, 5, 8, 9 and 11

Assistant Instructor: Mark Wiltse, Legal Studies Director
mwiltse@midstate.edu

Legal Studies Department

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Law Office Management and Technology (LEG 213)
Revised November 2018 (M. Wiltse and A. Miller)

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Fax: (309) 692-3893

Participation Requirements: You are expected to participate at least two days a week in several conference discussions / homework assignments relating to the subject materials for the week. Discussions will take place in the class meeting as assigned by the faculty member in the course syllabus. You will read, analyze, and respond to questions and comments from the faculty member and fellow students.

Policies and Procedures: All assignments are due by the date specified and they need to be posted in the location specified by the faculty member in this module/syllabus. Late assignments (except responses to discussion questions and vocabulary quizzes) will only be accepted up to 7 days after their due dates. Assignments turned in after this 7-day period expires will receive no credit. Vocabulary quizzes cannot be taken late. Credit for weekly discussion questions will not be given when received late. All work must be submitted in typewritten form (assignments submitted in handwritten form will not be accepted).

Additional course policies include:

1. All assignments will be posted to Open LMS. If you are going to miss an on campus class, you will still be responsible for submitting any assignments that were due in that particular class session. All assignments are due by the date specified and they need to be posted in the Open LMS location specified by the Instructor. Late assignments will only be accepted up to 7 days after their due dates. Assignments turned in after this 7-day period expires will receive no credit. Since all assignments will be posted online, assignment due dates will be strictly enforced in this course.
2. All assignments in this course must have a professional appearance (submitted in typewritten form, using 12-point Times New Roman font, double spaced, with proper grammar/spelling/structure/stapled). All work must be submitted in typewritten form (assignments submitted in handwritten form will not be accepted).
3. This is a tentative syllabus and outline and is subject to change at the discretion of the instructor.

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4. All homework must be completed and turned in by February 18, 2019 at 8:00 AM.
5. Academic dishonesty (cheating / plagiarism) in any form will not be tolerated in this course and may result in the dismissal / suspension from the course / program / college. The Midstate College Plagiarism Policy is listed above.

Methods of evaluating student performance: Please see “Instructor Final Grade Determination” below for more information.

Attendance Policy: eLearning students must login and participate at least once a week to be counted present for the week (participation is strongly recommended and essential for passing this course). You must post a gradable assignment each week to be counted as “Present” for the week. Students that miss 30% (or more) of the scheduled classes will not be allowed to successfully complete this course (unless departmental approval is obtained).

Examination Information:

1. Midterm Examination: The Midterm will cover the materials reviewed in weeks 1 - 5. The Midterm Examination will be given online in week 6.
2. Final Examination: The Final will cover the materials reviewed in weeks 7 - 11. The Final Examination will be given online in week 12.

Instructors Final Grade Determination: Your Final Grade is based on 955 points. Your grade will be determined by:

1. 75 Points – Midterm Examination
2. 100 Points – Final Examination
3. 510 Points – Homework Assignments: There are 24 Assignments in this course. 21 of these assignments are worth 10 points each and 3 assignments are worth 100 points each.
4. 100 Points – Design an “ideal law office” (project and presentation)
5. 50 Points – MS Office Assignment
6. 110 Points – Weekly Summary Assignments (11 summaries x 10 points each)

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Course Outline

Online: Weeks: 2, 3, 4, 6, 7, 10 and 12

On Campus: Wednesday nights (6:00 – 9:30 in Room 130) – Weeks 1, 5, 8, 9 and 11

Week 1: On-campus (Room 130), Wednesday, November 14.

1. Pretest
2. An Overview of the various types (fields) of Law Office Organizations.
3. An Overview of the basic Law Office Structure of Management (personnel/organizational structure).
4. Reading Assignments:
 - a. The National Federation of Paralegal Associations ([NFPA](#)) promotes a global presence for the paralegal profession and leadership in the legal community. Its core purpose is to advance the paralegal profession. NFPA identifies the various functions of paralegals within a law office: National Federation of Paralegal Associations information on Paralegal Responsibilities the various areas of law (including Paralegal Management/Administration). This information can be found at [NFPA Paralegal Responsibilities](#).
 - b. Law Office Ethics and Scenarios that Constitute Ethical Violations: The Ethical Code is published by the National Federation of Paralegal Associations (Model Code of Ethics and Professional Responsibility). This information can be found at [NFPA Ethics](#).
 - c. The American Bar Association ([ABA](#)), founded in 1878, is committed to supporting/improving the legal profession with practical resources for legal professionals. Its purpose includes improving the administration of justice while advancing the rule of law throughout the United States and around the world, accrediting law schools, approving paralegal education programs, and establishing model ethical codes. The ABA also identifies current Law Office Technology.

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Please review the Technology Overview and Charts section as it discusses information on Hardware/General Tech, Law Office Software, Litigation Technology, and Web Technology at [ABA Technology Resources](#).

5. Assignments: In addition to the basic week 1 assignments (autobiography, pretest, providing contact numbers, etc.), please begin/complete the 2 assignments that deal with the information covered in weeks 1 and 2 (these 2 assignments need to be submitted by our week 2 class session). These assignments can be found in Open LMS (week 1 folder).

Topics Covered in Week 1:

1. Law Office Organization and Management
2. Model Code of Ethics and Professional Responsibility
3. General Law Office/Legal Technology/Hardware
4. Microsoft Office Software
5. Specialized Law Office Software Applications
6. Web Based Technology/Resources

Objectives Covered in Week 1:

1. Identify the different types of law offices/practices
2. Analyze the various personnel positions within the law office.
3. Analyze the principles of managing a law office.
4. Identify the Model Code of Ethics and Professional Responsibility affecting the legal team
5. Identify law office hardware/ general technology that is utilized in the performance of law office responsibilities.
6. Demonstrate how to use the Microsoft Office Software technology for specific law office applications
7. Understand the significance of the use of specialized law office software technology for specific law office applications.
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Week 2: Online (November 19 through November 25)

Please review the following Supplemental Materials (continued from week 1)

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1. The National Federation of Paralegal Associations ([NFPA](#)) promotes a global presence for the paralegal profession and leadership in the legal community. Its core purpose is to advance the paralegal profession. NFPA identifies Law Office Ethics and Scenarios that Constitute Ethical Violations: The Ethical Code is published by the National Federation of Paralegal Associations (Model Code of Ethics and Professional Responsibility). This information can be found at [NFPA Ethics](#).
2. The American Bar Association ([ABA](#)), founded in 1878, is committed to supporting/improving the legal profession with practical resources for legal professionals. Its purpose includes improving the administration of justice while advancing the rule of law throughout the United States and around the world, accrediting law schools, approving paralegal education programs, and establishing model ethical codes. The ABA also identifies current Law Office Technology. Please review the Technology Overview and Charts section as it discusses information on Hardware/General Tech, Law Office Software, Litigation Technology, and Web Technology at [ABA Technology Resources](#).
3. Assignments: Please complete the 2 assignments that deal with the information covered in week 2. These assignments can be found in Open LMS (week 2 folder). Also, please make sure you print out/review the Course Project. This project is introduced in week 2 and it is due in week 11 (see weeks 2 and 11 in Open LMS).

Week 3: Online (November 26 through December 02)

1. Topic: Overview of Computers in the Law Office
2. Topic: Word Processing and Document Assembly
3. Assignments: Please complete the 3 assignments that deal with the information covered in week 3. These assignments can be found in Open LMS (week 3 folder).

Week 4: Online (December 03 through December 09)

1. Topic: Spreadsheet Software

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2. Assignments: Please complete the 4 assignments that deal with the information covered in week 4. These assignments can be found in Open LMS (week 4 folder).

Week 5: On-campus (Room 130), Wednesday, December 12.

1. Topic: Legal Timekeeping and Billing Software
2. Assignments: Please complete the 5 assignments that deal with the information covered in week 5. These assignments can be found in Open LMS (week 5 folder).

Week 6: Online (December 17 through December 23)

1. Midterm Examination: The Midterm will cover the materials reviewed in weeks 1 - 5. The Midterm Examination will be given online in week 6 folder.

NOTE: The campus will be closed for the Holiday Break from December 23 – January 06.

Week 7: Online (January 07 through January 13)

1. Topic: Databases, Case Management, and Docket Control Software
2. Assignments: Please complete the 7 assignments that deal with the information covered in week 7. These assignments can be found in Open LMS (week 7 folder).

Week 8: On-campus (Room 130), Wednesday, January 16.

1. Topic: Social Media and the Cloud
2. Topic: Electronic Discovery
3. Assignments: Please complete the 8 assignments that deal with the information covered in week 8. These assignments can be found in Open LMS (week 8 folder).

Week 9: On-campus (Room 130), Wednesday, January 23.

1. Topic: Litigation Support Software
2. Assignments: Please complete the 9 assignments that deal with the information covered in week 9. These assignments can be found in Open LMS (week 9 folder).

Week 10: Online (January 28 through February 03)

1. Topic: The Internet, Computer-Assisted Legal Research, and Electronic Mail
2. Topic: The Electronic Courthouse, Automated Courtroom, and Presentation Graphics
3. Assignments: Please complete the 10 assignments that deal with the information covered in week 10. These assignments can be found in Open LMS (week 10 folder).

Week 11: On-campus (Room 130), Wednesday, February 06.

1. Law Office Projects Due/Presentations
2. Assignments: Please complete the 11 assignments that deal with the information covered in week 11. These assignments can be found in Open LMS (week 11 folder).
3. Posttest

Week 12: Online (February 11 through February 17)

1. Final Examination: The Final will cover the materials reviewed in weeks 7 - 11. The Final Examination will be given online in week 12 folder.
2. All Assignments Due by August 13, 2018 by 8:00 AM.

Topics Covered in Week 12:

1. Law Office Organization and Management
2. Model Code of Ethics and Professional Responsibility
3. General Law Office/Legal Technology/Hardware
4. Microsoft Office Software
5. Specialized Law Office Software Applications
6. Web Based Technology/Resources

Objectives Covered in Week 12:

1. Identify the different types of law offices/practices
2. Analyze the various personnel positions within the law office.
3. Analyze the principles of managing a law office.
4. Identify the Model Code of Ethics and Professional Responsibility affecting the legal team

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5. Identify law office hardware/ general technology that is utilized in the performance of law office responsibilities.
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