Midland College
Syllabus
LGLA 1317
Law Office Technology

Notice: For **Online** classes, students MUST actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.

Course Description:
Computer technology and software applications within the law office. Topics include the use of computer technology in the delivery of legal services with particular emphasis on the paralegal's role. The student will explain the use of personal computer applications in the law office and demonstrate the ability to use computer technology to assist in the delivery of legal services.

Text, References, and Supplies:
Handouts will be provided during class.
Reliable computer and internet access

Students Learning Outcomes and Core Competencies:
Upon successful completion of the course, students will have the ability to accomplish the following objectives/competencies accurately and efficiently:
1. Demonstrate the ability to automate and customize certain computerized procedures.
2. Demonstrate an understanding and use of word processing, database, spreadsheet, timekeeping, calendaring, and litigation support software.
3. Conduct product research and present findings using presentation software.
4. Explain computerized filing procedures used by federal and Texas courts.
5. Summarize and explain the ethics of using technology in the practice of law.

Student Contributions, Responsibilities, and Class Policies:
Students will be expected to exhibit professional behavior during class and are expected to attend class virtually through participation in Zoom, Canvas Conferences, Discussions, Interview groups, Weekly warm-ups, etc. If it becomes necessary for a student to miss, it will be the student's responsibility to contact the instructor during scheduled office hours in order to receive missed assignments.

Late work will not be accepted. Students may turn in assignments early.

A Lock Down Browser and **LDB+Monitor** are required for students to use for designated gradable items. A fee will be paid by the student per course to add the Monitor feature for proctoring the final or other exams. It is the responsibility of the student to pay to add Monitor to LDB prior to the exams due date.

Turn It In software is used when students have to write and submit papers for grading to evaluate authentic work.

Additionally, students are expected to do the following:

- Involvement with the material is essential – students must read, take notes, and ask questions.
- Students must attend class regularly by checking Canvas.
- Students must come to class prepared (participate in webinar/canvas conference/ Zoom/Skype/etc) and prepare for on-line assignments in a timely manner.
- Students are expected to be able to read, write, and understand standard English: the course is based on extensive amounts of material given in lecture and/or notes, audio visual aids, and assigned readings.
- A schedule of class events will be given to each student at the beginning of the semester. Additionally, information will be posted on Canvas. It is the student's responsibility to know exam dates and when assignments are due.
- It is also the responsibility of the student to know their progress in the course.
- If a student is absent when exams are given or assignments are given or due, the student is still responsible for having the work done on time or making up the exam, at the discretion of the instructor.
- If the student takes the initiative the instructor will advise them on their progress in the course.
- Instructors cannot drop students with a "W", this must be accomplished officially by the student.
- Students with a disability are encouraged to contact the Office of Student Services. It is the student's responsibility to register with the Office of Student Services when requesting accommodation.
- Students are expected to conduct themselves professionally and courteously in the classroom and/or the on-line environment.
- Students are expected to have academic integrity and to adhere to the guidelines in the Midland College Student Handbook.

Evaluation of Students: Exams, assignments, essays, quizzes, reports, written, case briefs, legal memorandum, written correspondence, and/or oral projects/presentations (research, debates, informative overviews, drafting court documents, interviews, etc.), and participation via discussion boards will be used to meet objectives in the course.

Students will receive a final letter grade based on the following scale:

A = 90 to 100%
B = 80 to 89%
C = 70 to 79%
D = 60 to 69%
F = 59% or less

Course Schedule:
See schedule posted in Canvas.

AMERICANS WITH DISABILITIES ACT (ADA):
Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must visit Midland College Accommodation Services

and complete the Application for Accommodation Services located under the Apply for Accommodations tab. Services or accommodations are not automatic, each student must apply and be approved to receive them. All documentation submitted will be reviewed and a "Notice of Accommodations" letter will be sent to instructors outlining any reasonable accommodations.

NON-DISCRIMINATION STATEMENT:
Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 131, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu. For further information on notice of non-discrimination, visit U.S. Department of Education or call 1 (800) 421-3481.

<u>Spanish</u>
Midland College no discrimina por motivos de raza, color, nacionalidad, sexo, discapacidad, o edad en sus programas o actividades. La siguiente persona ha sido designada para responder a cualquier pregunta o duda sobre estas políticas no discriminatorias: Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 131, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu. Para más información sobre estas políticas no discriminatorias , visite U.S Department of Education o llame al 1 (800) 421-3481.

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