

Vatterott College
Court Reporting Institute of Houston
13101 NorthWest Freeway STE 100
Houston TX 77040

LGLA-1317 Law Office Technology
(Course Syllabus)

Course Number: LGLA-1317

Instructor: Clyde Leuchtag

Course Title: Law Office Technology

Office Number: <http://clyde.leuchtag.com>

Phase: 6 Weeks

Phone Number: 713-398-0855

Extension:

Credit Hours: 4-Quarter Credit Hours

E-mail: clyde.leuchtag@crd.com

Lecture: 3-Quarter Credit Hours

Lecture Clock Hours: 36

Lab: 1-Quarter Credit Hours

Lab Clock Hours: 24

Prerequisite(s): LGLA 1307 Introduction to Law
and the Legal Profession

CO-Requisites: None

Class Meets: Mon-Thurs 8-10:30pm
Rm 301

Quarter Offered:

Course Summary

Computer technology and software applications within the law office.

Primary Course Textbook

Instructional Materials:

Goldman, Thomas. *Technology in the Law Office*. 2nd edition. Prentice Hall. ISBN: 0-13-505682-9

Additional Resources:

Web-based resources are available for the entire course. See <http://Clyde.Leuchtag.com>

Learning Resource Center:

All students will utilize the Learning Resource Center to expand their knowledge of technology in the law office.

Course Objectives

Upon completion of this course students will be able to:

1. Explain the functions of the components of a computer system in the law office.
2. Describe the different classes of software and the functions they perform in a law office.
3. Understand the application of legal ethics in the use of technology.
4. Understand the impact of court rules on the use of software and trial practice.
5. Describe the features of the electronic courtroom and the paperless office.
6. Describe how a computer network is used by a law firm.
7. Explain the importance of maintaining computer and network security and the steps that may be taken to do so.
8. Understand the use of legal-specific applications programs.
9. Describe how the computer is used to conduct factual and legal research.
10. Know how to locate and use the resources for learning how to use specific software programs.
11. Understand how the courts use technology.
12. Communicate with others in a support or user position about technology as it relates to the legal community.

Course Outline and Assignments

The following modules are planned events for each course session. Instructors will attempt to follow these planned events as closely as possible:

Week	Dates	Chapters / Content	Assessments
1.	11-9-09	Technology in the Law Office Computer Hardware and Software Chap 1 & 3	Weekly Quiz Class participation Daily Homework
2.	11-16-09	The Internet and Electronic Mail Electronic Research Chap 4 & 5	Weekly Quiz Class participation Daily Homework
3.	11-23-09	Word Processing Electronic Spreadsheets Chap 6-8	Midterm Exam Class participation Daily Homework
4.	11-30-09	The Paperless Office Office Management Software Chap 9-10	Weekly Quiz Class participation Daily Homework
5.	12-7-09	Case Organization and Management Software Electronic Discovery Litigation Support Chap 11-14	Weekly Quiz Class participation Daily Homework
6.	12-14-09	Presentation and Trial Graphics The Electronic Courthouse Chap 15-16	Class participation Daily Homework Projects
7.	12-21-09 12-22-09	Review for Final Exam on 12-22-09	Final Exam

Grading

Letter Code	Numerical Percentage	Description	Included in Credits/Clock Hours Earned	Included in Credits/Clock Hours Attempted	Included in CGPA	Quality Points
A	90 – 100	Outstanding	Yes	Yes	Yes	4.00
B	80 – 89	Above Average	Yes	Yes	Yes	3.00
C	70 – 79	Average	Yes	Yes	Yes	2.00
D	60 – 69	Below Average	Yes	Yes	Yes	1.00
F	0 – 59	Failing	Yes	Yes	Yes	0.00
W	N/A	Withdrawn	No	Yes	No	N/A
WF	N/A	Withdrawn/Failure	No	Yes	No	N/A
I	N/A	Incomplete	No	Yes	No	N/A
TC	N/A	Transfer	Yes	Yes	No	N/A
TO	N/A	Test-Out	Yes	Yes	No	N/A
AU	N/A	Audit	No	No	No	N/A
CPT	N/A	Credit Previous Training	Yes	Yes	No	N/A

Application of Grades and Credits

The chart above describes the impact of each grade on a student's academic progress. For calculating rate of progress grades of F (failure), W (withdrawn), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A grade of W will not be awarded after the student has completed the second week of the term. Withdrawal after the second week of the term will result in the student receiving a grade of WF.

Attendance Requirements

Class attendance, preparation, and participation are integral components to a student's academic success. Students are strongly encouraged to attend every class session and to spend an appropriate amount of time outside of class reviewing and preparing for each class session. Failure to attend class may result in reduced participation, comprehension, and/or involvement with group projects, which may have an impact upon a student's overall course performance.

A student who is absent from all classes for two consecutive weeks (8 class days) may be automatically withdrawn from the institution unless there are acceptable mitigating circumstances.

Course Requirements

Students will be required to complete the following in order to obtain a final passing grade for this course:

- | | | |
|---------------------------|---|-----|
| 1. Participation in class | = | 10% |
| 2. Weekly Quizzes | = | 10% |
| 3. Daily Assignments | = | 25% |
| 4. Mid-term Exam | = | 25% |
| 5. Final Exam | = | 30% |

Total:		100%
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Course Examinations

The mid-term exam will be given during the 3rd week of the course. The final exam will be given the 6th week of the course. Both exams will only contain information that was covered in the course. Students should use notes, exercises, any handouts, and previous tests to study for the mid-term and final. Every student will be required to take these exams.

Testing Policy

Students will be given quizzes once a week. If a student is absent during a test day and does not make arrangements with the instructor, then the student will receive a zero for a grade. If a student is absent during a week and does not call in, then five points per day missed and/or per day left early will be deducted from that quiz.

Make-Up Work

Vatterott College may allow the student, at the discretion of the Director of Education, to perform independent student projects, to make up missed days (only up to 50%), or make up missed work. The guiding principle will be the academic progress of the student. If a student, by extra attendance or extra work, can make up his/her work, then the student will remain academically sound and maintain satisfactory progress. The Director of Education has the responsibility to determine the outcome of these exceptional situations.

General and Miscellaneous Information

The instructor uses this syllabus as a guideline for covering the required course materials and may make changes to it at any time. The instructor will follow the syllabus as closely as possible during the course session.

Students who require special accommodations are encouraged to inform the instructor on the first day of the course session start.

Court Reporting Institute of Houston

Policies & Procedures

This is in addition to the student catalog which you received during the orientation process. This is a complete overview of the rules of the catalog as well as the Syllabus that you receive from your Instructor with each section explained in detail. If you have any questions or concerns, please feel free to discuss this with your Instructor and/or Director of Education.

RESPONSIBILITIES

The Instructor and staff assume that each student is enrolled at Court Reporting Institute of Houston to learn. Learning is the students' responsibility. Directing the learning is the responsibility of the instructor. You are expected to attend all class sessions and to participate in class discussions. The student is expected to observe and abide by all requirements in the student catalog.

ACADEMIC INTEGRITY

In the tradition of Excellence in Education, CRIH supports academic integrity and will strictly enforce all established policies. All CRIH students are required to delete all tests upon completion according to Test Deletion Policy.

ATTENDANCE

Class attendance is mandatory. A student absent for more than 60 hours of day school or 230 hours of night school during any quarter will be placed on attendance probation for the following quarter. A student who exceeds 60 hours of day school absence or 25 hours of night school absence while on attendance probation shall be terminated. A student who is absent more than 75 hours of day school or 37 hours of night school during any quarter shall be terminated. Additionally, if a student is absent ten consecutive school days, his/her enrollment will be terminated.

PROFESSIONALISM/CONDUCT

Students at CRIH are preparing to enter a profession in which ethics and integrity are required. We must therefore expect that same high level of ethics and integrity from our students while in school. Students are expected not only to be honest and above reproach at all times but to avoid even the appearance of unethical conduct which might bring criticism to the school or student. Please refer to your signed copy of the **Statement of Professional Integrity** for further specifics.

I have read the above Rules and Regulations and have had it explained to me as well by the instructor. I agree to all terms listed above. By signing below, I am giving written acknowledgment to the terms expressed above.

Printed Name _____

Signed _____

Witnessed _____

Date _____