

Midstate College
411 W. Northmoor Road
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Summer 2003

Subject Number and Title: KEY 201 Legal Word Processing and Terminology

Credit Hours: 4 quarter hours (web-based)

Text: *Legal Office Projects*, 1999, ISBN: 0-538-72121-9

Transcription Tape: *Legal Office Projects Transcription Cassette*, ISBN: 0-538-72122-7

Author: Diane Gilmore, PLS

Publisher: South-Western Educational Publishing

Additional Reference: Use <http://lawyers.findlaw.com> to look up legal definitions.

Description of Subject: Various legal documents, forms, and correspondence are prepared by the student with an emphasis on legal terminology.

Course Topics: Legal document preparation, general office procedures, and legal terminology.

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

1. Demonstrate decision-making skills in preparing and formatting legal instruments.
2. Produce documents and correspondence required in a legal office.
3. Understand the importance of accuracy in legal word processing.
4. Demonstrate knowledge of basic legal terminology.

Instructor Information:

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Evaluation: Document Production—40%
Legal Definitions/Formatting Worksheet—20%
Classroom Discussion/Weekly Summaries—10%
Midterm Exam—10%
Final Exam—20%

<u>Grading Scale:</u>	A	B	C	D
	90-100	80-89	70-79	60-69

Methods of Presentation: The course will include student production of legal documents/forms and correspondence, legal definitions, a formatting worksheet, a midterm exam, and a final exam. In addition, there will be weekly classroom discussion questions and weekly summaries.

Instructor Grading Policy: Each week the student will be required to complete production assignments related to the legal field. The assignments will be worth a certain number of points based on their difficulty and must be posted to the Assignments Newsgroup by Monday of the following week. Graded assignments will be returned to the students as soon as possible. There will also be legal definitions to turn in for credit and a graded formatting worksheet. Acceptance of late work will be at the discretion of the instructor.

Participation: Part of the final grade will be based on Classroom Discussion and Weekly Summaries. Students will reply to discussion questions posted in the Classroom Newsgroup at the beginning of each week and will write a summary including comments and questions about the week's assignments and readings. Discussion comments and summaries are not graded, but they are checked off and are worth points. Remember to answer posted questions and summaries by clicking on "Post Reply." Do not use a new post; I prefer that the responses be threaded together.

Exams: A midterm exam and final exam will be given in this course.

Portfolio Reminder:

Plagiarism Policy:

Course Schedule:

LEGAL WORD PROCESSING AND TERMINOLOGY
KEY 201

COURSE OUTLINE

WEEK 1

SEE COURSE MATERIALS NEWSGROUP.

OBJECTIVES

Upon completion of this week's assignments, the student will be able to

Produce documents and correspondence required in a legal office.

Understand the importance of accuracy in legal word processing.

Demonstrate knowledge of basic legal terminology.

ASSIGNMENTS

- Introduction (pages iii-5)
- Office Procedures Manual (pages 89-119)
- Glossary (pages 120-122)
- Class Discussion/Weekly Summary

1-1	Prepare a Check Request form and update the firm's Calendar. (disk)	_____ (10)
		_____ (5)
1-3	Edit and produce a Memo. (disk)	_____ (10)

Total points—25

WEEK 2

SEE COURSE MATERIALS NEWSGROUP.

OBJECTIVES

Upon completion of this week's assignments, the student will be able to

Demonstrate decision-making skills in preparing and formatting legal instruments.

Produce documents and correspondence required in a legal office.

Understand the importance of accuracy in legal word processing.

Demonstrate knowledge of basic legal terminology.

ASSIGNMENTS

2-1	Create a Client Billing Statement. (tape) (disk)	_____ (30)
2-2	Compose and prepare a mailable Letter. (disk)	_____ (30)
2-3	Create a Settlement Statement. (disk)	_____ (20)
2-4	Create a Memo in proper format. (disk)	_____ (30)

Total points—110

LEGAL DEFINITIONS

CLASS DISCUSSION/WEEKLY SUMMARY

WEEK 3

SEE COURSE MATERIALS NEWSGROUP.

OBJECTIVES

Upon completion of this week's assignments, the student will be able to

Demonstrate decision-making skills in preparing and formatting legal instruments.

Produce documents and correspondence required in a legal office.

Understand the importance of accuracy in legal word processing.

Demonstrate knowledge of basic legal terminology.

ASSIGNMENTS

3-1	Prepare an Agreement. (tape)	_____ (60)
3-2	Edit and finalize an existing Affidavit. (disk)	_____ (20)
3-3	Prepare a Power of Attorney. (disk)	_____ (20)

Total points—100

LEGAL DEFINITIONS

CLASS DISCUSSION/WEEKLY SUMMARY

WEEK 4

SEE COURSE MATERIALS NEWSGROUP.

OBJECTIVES

Upon completion of this week’s assignments, the student will be able to

Demonstrate decision-making skills in preparing and formatting legal instruments.

Produce documents and correspondence required in a legal office.

Understand the importance of accuracy in legal word processing.

Demonstrate knowledge of basic legal terminology.

ASSIGNMENTS

4-1	Prepare a New Client Information Sheet. (disk)	_____ (20)
4-4	Prepare a Medical Authorization Form. (disk)	_____ (10)
4-5	Prepare an Agreement for Representation. (disk)	_____ (10)
4-6	Prepare a Letter to Ms. Ruiz. (disk)	_____ (30)

Total points—70

LEGAL DEFINITIONS

CLASS DISCUSSION/WEEKLY SUMMARY

WEEK 5

SEE COURSE MATERIALS NEWSGROUP.

OBJECTIVES

Upon completion of this week’s assignments, the student will be able to

Demonstrate decision-making skills in preparing and formatting legal instruments.

Produce documents and correspondence required in a legal office.

Understand the importance of accuracy in legal word processing.

Demonstrate knowledge of basic legal terminology.

ASSIGNMENTS

5-1	Prepare Last Wills and Testaments. (tape)	_____ (60)
	(Use “find and replace” to do the second will.)	_____ (20)
5-2	Prepare Living Wills. (disk)	_____ (10)

5-3	Prepare a Billing Invoice for the Greenbergs. (disk)	_____ (10)
5-4	Compose and prepare a Letter to the Greenbergs. (disk)	_____ (10)
		_____ (30)

Total points—140

LEGAL DEFINITIONS

CLASS DISCUSSION/WEEKLY SUMMARY

WEEK 6

SEE COURSE MATERIALS NEWSGROUP.

OBJECTIVES

Upon completion of this week's assignments, the student will be able to

Demonstrate decision-making skills in preparing and formatting legal instruments.

Produce documents and correspondence required in a legal office.

Understand the importance of accuracy in legal word processing.

Demonstrate knowledge of basic legal terminology.

ASSIGNMENTS

6-1	Prepare a Complaint. (tape)	_____ (50)
6-2	Prepare a Summons. (tape)	_____ (10)

Total points—60

LEGAL DEFINITIONS

CLASS DISCUSSION/WEEKLY SUMMARY

MIDTERM EXAM

WEEK 7

SEE COURSE MATERIALS NEWSGROUP.

OBJECTIVES

Upon completion of this week's assignments, the student will be able to

Demonstrate decision-making skills in preparing and formatting legal instruments.

Produce documents and correspondence required in a legal office.

Understand the importance of accuracy in legal word processing.

Demonstrate knowledge of basic legal terminology.

ASSIGNMENTS

7-1	Prepare a Warranty Deed. (disk)	_____ (40)
7-2	Prepare a Bill of Sale. (disk)	_____ (20)
7-3	Prepare a No-Lien Affidavit. (disk)	_____ (20)

Total points—80

LEGAL DEFINITIONS

CLASS DISCUSSION/WEEKLY SUMMARY

WEEK 8

SEE COURSE MATERIALS NEWSGROUP.

OBJECTIVES

Upon completion of this week's assignments, the student will be able to

Demonstrate decision-making skills in preparing and formatting legal instruments.

Produce documents and correspondence required in a legal office.

Understand the importance of accuracy in legal word processing.

Demonstrate knowledge of basic legal terminology.

ASSIGNMENTS

8-1	Prepare Interrogatories—no calendar. (tape)	_____ (120)
8-2	Prepare Request for Admissions—no calendar. (tape)	_____ (60)
8-3	Prepare a Notice of Deposition. (disk)	_____ (10)
8-4	Prepare a Subpoena <i>Duces Tecum</i> . (disk)	_____ (10)

Total points—200

LEGAL DEFINITIONS

CLASS DISCUSSION/WEEKLY SUMMARY

WEEK 9

SEE COURSE MATERIALS NEWSGROUP.

OBJECTIVES

Upon completion of this week's assignments, the student will be able to

Demonstrate decision-making skills in preparing and formatting legal instruments.

Produce documents and correspondence required in a legal office.

Understand the importance of accuracy in legal word processing.

Demonstrate knowledge of basic legal terminology.

ASSIGNMENTS

9-1 Prepare Articles of Incorporation. (disk) _____ (20)

9-3 Prepare a mailable Letter. (disk) _____ (30)

9-4 Prepare Minutes. (disk) _____ (20)

Total points—70

LEGAL DEFINITIONS

CLASS DISCUSSION/WEEKLY SUMMARY

WEEK 10

SEE COURSE MATERIALS NEWSGROUP.

OBJECTIVES

Upon completion of this week's assignments, the student will be able to

Demonstrate decision-making skills in preparing and formatting legal instruments.

Produce documents and correspondence required in a legal office.

Understand the importance of accuracy in legal word processing.

Demonstrate knowledge of basic legal terminology.

ASSIGNMENTS

10-1	Prepare a General Release. (disk)	_____ (20)
10-2	Compose a Letter. (disk)	_____ (30)
10-3	Prepare a Notice of Voluntary Dismissal. (disk)	_____ (10)

Total points—60

LEGAL DEFINITIONS

CLASS DISCUSSION/WEEKLY SUMMARY

WEEK 11

SEE COURSE MATERIALS NEWSGROUP.

OBJECTIVES

Upon completion of this week's assignments, the student will be able to

Demonstrate decision-making skills in preparing and formatting legal instruments.

Produce documents and correspondence required in a legal office.

Understand the importance of accuracy in legal word processing.

Demonstrate knowledge of basic legal terminology.

ASSIGNMENTS

Formatting Worksheet
Review for Final Exam

CLASS DISCUSSION/WEEKLY SUMMARY

WEEK 12

FINAL EXAM