

MIDSTATE COLLEGE  
411 W. NORTHMOOR RD.  
PEORIA, IL 61614  
(309) 692-4092 (800) 251-4299  
Summer Term 2019

**Course number & Name:** LEG 123: Legal Word Processing and Terminology

**Credit hours:** 4 Quarter Hours

**Method of Delivery:** Midstate LMS

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

**Prerequisites:** Successful completion of KEY 109 or demonstrated skill, CIS 115 or demonstrated skill, LEG 100, or permission of the Program 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.

**Additional Reference:** You will need to look up legal definitions on the FindLaw website. FindLaw, a part of Thomson Reuters, is a pioneer and innovator in marketing solutions for law firms, online legal information and services for lawyers, businesses, and individuals. FindLaw.com remains the most popular site for free legal information on the Internet. To access the legal dictionary on the FindLaw website visit the [FindLaw Dictionary](#).

**Materials Needed for this course:** This course requires the minimum system requirements to complete eLearning courses at Midstate College.

**Course Topics:** Legal document preparation and legal terminology

**Learning 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 an understanding and application of legal terminology.

**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 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.

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### **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:**

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.

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- 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.

**Instructor Information:**

Ashley Miller, Adjunct Instructor

Legal Studies Department

[Ammiller4@midstate.edu](mailto:Ammiller4@midstate.edu)

Office Hours: Tuesdays, 5:00PM to 6:00PM, Room 501 and by appointment

**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).

**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.

**Examination Information:** There will be 2 examinations administered in this class. Our mid-term examination will focus the information covered in

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weeks 1 – 6. It will be posted in our week 7 folder by day 1 of week 7 and it is due day 7 of week 7. Our final examination will focus on the information covered in weeks 7 – 12. It will be posted in our week 12 folder by day 1 of week 12 and it is due day 7 of week 12.

**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).

**Instructors Grading Scale:** The following assignments and activities are outlined in a week-by-week format. All assignments (unless specified otherwise) are due by either day 5 or day 7 and they need to be posted to the location specified by the faculty member in the syllabus. The following schedule indicates the days of the week to be followed in this module:

Day 1 = Monday  
Day 2 = Tuesday  
Day 3 = Wednesday  
Day 4 = Thursday  
Day 5 = Friday  
Day 6 = Saturday  
Day 7 = Sunday

Late assignments (excluding responses to discussion questions and vocabulary quizzes) will only be accepted up to 7 days after their due dates. Any assignment 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.

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**Instructor Final Grade Determination:** Your final grade in this course will be based on the following distribution/points (totaling 1,000Points):

1. 50 Points: Midterm Exam
2. 50 Points: Final Exam
3. 180 Points: Study Problems (18 study problems worth 10 points each).
4. 90 Points: Discussion Questions (9 discussions worth 10 points each).
5. 110 Points: Weekly Summary Assignments (11 summaries worth 10 points each).
6. 300 Points: Document Drafting Assignments (6 drafting assignments worth 50 points each).
7. 220 Points: Vocabulary Quizzes (22 quizzes worth 10 points each).

**Methods of Presentation:** The course will include student production of legal documents/forms and correspondence, legal terminology quizzes, study problems, discussion, and two exams (midterm and final).

**Weekly Summary:** Each week you will present a brief report to the Weekly Summary Discussion Forum summarizing what you learned from the weekly course activities. Each weekly summary is due at the end of the week. For details on this assignments, refer to the summary instructions, which are presented each week by the faculty member. Students will not be required to present a weekly summary for the first week of the course.

**LEG123**  
**Winter 2018**  
**Class Schedule**

**WEEK 1:**

**Objectives**

Upon successful completion of this week, the student will be:

1. familiarized with the eLearning classroom. Please make sure you complete the 4 assignments listed below and submit them to the proper location.

**Assignments (all assignments for week 1 will be posted by day 1 of week 1 in our Week 1 Folder)**

**Written assignment**

1. Send me an e-mail assuring me that you have downloaded a copy of our course syllabus and let me know how familiar/comfortable you are with the Open LMS. Our syllabus is posted in the "Introduction" section of our course.
2. Summarize yourself in an autobiographical piece on who you are, what you do, why you are in school, what your future aspirations are etc. Let the other class members get to know you through this exercise. We will be sharing this information with everyone in this class. Post your summary by day 7 to the Week 1 Autobiography Discussion Forum. Before you post your autobiography, please read my autobiography and follow the instructions on how to post/thread your autobiography (my autobiography will be posted day 1 of week 1).
3. In the event I would need to speak with you, please provide me with telephone number(s), home, work, etc., where I can contact you. Post this information to the Week 1 Phone Numbers Assignments Drop Box (only the faculty member has the rights to view the information posted to the Assignment Drop Box).
4. Review my Week 1 Lecture (this lecture will be posted in our Week 1 Folder).

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5. Complete the Legal Word Processing (LEG 123) Online Pretest. This Pretest will be available in our Week 1 folder day 1 of week 1 through day 7 of week 1. This Pretest must be completed during week 1.

These exercises should get you familiar with the Open LMS and the way in which you will be able to communicate with the faculty member and your fellow classmates throughout the term. Have fun with these assignments.

## **WEEK 2:**

### **Objectives**

Upon completion of this week's assignments, 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 an understanding and application of legal terminology.

**Assignments (all assignments for week 2 will be posted by day 1 of week 2 in our Week 2 Folder)**

### **Reading Assignment**

1. Review my Week 2 Lecture (this lecture will be posted in our Week 2 Folder).

### **Written Assignments**

1. Vocabulary Matching – Please complete the 2 vocabulary quizzes covering the American System of Government (Government Structure), Law Office Terminology, and Ethics (these 2 quizzes must be completed by day 7 of week 2). Vocabulary Quizzes cannot be completed late (when this week ends, these quizzes will no longer be available to students).
2. Study Problems and Discussion Questions

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- a. Every student must respond to the questions posted to the “Week 2 Study Problems.” This week’s questions will focus on the topics of American System of Government (Government Structure), Law Office Terminology, and Ethics.
  - b. Every student must respond twice to the discussion question posted to the “Week 2 Discussion Question” Discussion Forum. This week’s discussion question will focus on the topics of American System of Government (Government Structure), Law Office Terminology, and Ethics (Please submit your responses by day 7 to this Discussion Forum).
3. Document Drafting Assignment: Develop a document that falls within the context of the week 2 materials. Please submit this assignment by day 3 of week 4 to the Assignment Drop Box. More information will be given on this assignment day 1 of week 2 in our Week 2 folder.

### **Weekly Summary**

Every student must submit a weekly summary that follows the instructions posted to the “Week 2 Weekly Summary” Discussion Forum. Submit by day 7 to this Discussion Forum.

### **WEEK 3:**

#### **Objectives**

Upon completion of this week's assignments, 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 an understanding and application of legal terminology.

**Assignments (all assignments for week 3 will be posted by day 1 of week 3 in our Week 3 Folder)**

**Reading Assignment**

1. Review my Week 3 Lecture (this lecture will be posted in our Week 3 Folder).

**Written Assignments**

1. Vocabulary Matching – Please complete the 3 vocabulary quizzes covering the Judicial System, Jurisdiction, and Stages of Trial (these 3 quizzes must be completed by day 7 of week 3). Vocabulary Quizzes cannot be completed late (when this week ends, these quizzes will no longer be available to students).
2. Study Problems and Discussion Questions
  - a. Every student must respond to the questions posted to the “Week 3 Study Problems.” This week’s questions will focus on the Judicial System, Jurisdiction, and Stages of Trial.
  - b. Every student must respond twice to the discussion question posted to the “Week 3 Discussion Question” Discussion Forum. This week’s discussion question will focus on the Judicial System, Jurisdiction, and Stages of Trial (Please submit your responses by day 7 to this Discussion Forum).

**Weekly Summary**

Every student must submit a weekly summary that follows the instructions posted to the “Week 3 Weekly Summary” Discussion Forum. Submit by day 7 to this Discussion Forum.

**WEEK 4:**

**Objectives**

Upon completion of this week's assignments, 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 an understanding and application of legal terminology.

**Assignments (all assignments for week 4 will be posted by day 1 of week 4 in our Week 4 Folder)**

**Reading Assignment**

1. Review my Week 4 Lecture (this lecture will be posted in our Week 4 Folder).

**Written Assignments**

1. Vocabulary Matching – Please complete the 3 vocabulary quizzes covering Civil Law/Procedure (these 3 quizzes must be completed by day 7 of week 4). Vocabulary Quizzes cannot be completed late (when this week ends, these quizzes will no longer be available to students).
2. Study Problems and Discussion Questions
  - a. Every student must respond to the questions posted to the “Week 4 Study Problems.” This week’s questions will focus on Civil Law/Procedure.
  - b. Every student must respond twice to the discussion question posted to the “Week 4 Discussion Question” Discussion Forum. This week’s discussion question will focus on Civil Law/Procedure (Please submit your responses by day 7 to this Discussion Forum).
3. Document Drafting Assignment: Develop a document that falls within the context of the week 4 materials. Please submit this assignment by day 3 of week 6 to the Assignment Drop Box. More information will be given on this assignment day 1 of week 4 in our Week 4 folder.

## **Weekly Summary**

Every student must submit a weekly summary that follows the instructions posted to the “Week 4 Weekly Summary” Discussion Forum. Submit by day 7 to this Discussion Forum.

## **WEEK 5:**

### **Objectives**

Upon completion of this week's assignments, 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 an understanding and application of legal terminology.

**Assignments (all assignments for week 5 will be posted by day 1 of week 5 in our Week 5 Folder)**

### **Reading Assignment**

1. Review my Week 5 Lecture (this lecture will be posted in our Week 5 Folder).

### **Written Assignments**

1. Vocabulary Matching – Please complete the 5 vocabulary quizzes covering Criminal Law/Procedure (these 2 quizzes must be completed by day 7 of week 5). Vocabulary Quizzes cannot be completed late (when this week ends, these quizzes will no longer be available to students).
2. Study Problems and Discussion Questions
  - a. Every student must respond to the questions posted to the “Week 5 Study Problems.” This week’s questions will focus on Criminal Law/Procedure.

- b. Every student must respond twice to the discussion question posted to the “Week 5 Discussion Question” Discussion Forum. This week’s discussion question will focus on Criminal Law/Procedure (Please submit your responses by day 7 to this Discussion Forum).

### **Weekly Summary**

Every student must submit a weekly summary that follows the instructions posted to the “Week 5 Weekly Summary” Discussion Forum. Submit by day 7 to this Discussion Forum.

### **WEEK 6:**

#### **Objectives**

Upon completion of this week's assignments, 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 an understanding and application of legal terminology.

#### **Assignments (all assignments for week 6 will be posted by day 1 of week 6 in our Week 6 Folder)**

##### **Reading Assignment**

1. Review my Week 6 Lecture (this lecture will be posted in our Week 6 Folder).

##### **Written Assignments**

1. Vocabulary Matching – Please complete the 2 vocabulary quizzes covering Discovery and Investigation (these 2 quizzes must be completed by day 7 of week 6). Vocabulary Quizzes cannot be

completed late (when this week ends, these quizzes will no longer be available to students).

2. Study Problems and Discussion Questions
  - a. Every student must respond to the questions posted to the “Week 6 Study Problems.” This week’s questions will focus on Discovery and Investigation.
  - b. Every student must respond twice to the discussion question posted to the “Week 6 Discussion Question” Discussion Forum. This week’s discussion question will focus on Discovery and Investigation (Please submit your responses by day 7 to this Discussion Forum).
3. Document Drafting Assignment: Develop a document that falls within the context of the week 6 materials. Please submit this assignment by day 3 of week 8 to the Assignment Drop Box. More information will be given on this assignment day 1 of week 6 in our Week 6 folder.

### **Weekly Summary**

Every student must submit a weekly summary that follows the instructions posted to the “Week 6 Weekly Summary” Discussion Forum. Submit by day 7 to this Discussion Forum.

The campus will be closed for Christmas break from December 23, 2017 through January 07, 2018

### **WEEK 7:**

#### **Objectives**

Our objective this week is to assess your knowledge on the materials covered in weeks 1 – 6 and the Course Objectives covered in weeks 1 – 6.

**Assignments (all assignments for week 7 will be posted by day 1 of week 7 in our Week 7 Folder)**

**Written Assignments**

1. Week 7 will focus on our mid-term examination. Our mid-term examination will be posted by 12:00 p.m. on day 1 of week 7 and is due day 7 of week 7. There will be a penalty for examinations turned in later than day 7 of week 7. Our mid-term examination is an open notes examination focusing on the information covered in weeks 1 – 6. You will also be required to submit a summary reflecting the first 6 weeks of class. More information will be given day 1 of week 7 in our Week 7 folder.

**WEEK 8:**

**Objectives**

Upon completion of this week's assignments, 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 an understanding and application of legal terminology.

**Assignments (all assignments for week 8 will be posted by day 1 of week 8 in our Week 8 Folder)**

**Reading Assignment**

1. Review my Week 8 Lecture (this lecture will be posted in our Week 8 Folder).

**Written Assignments**

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1. Vocabulary Matching – Please complete the 3 vocabulary quizzes covering Probate Law (these 3 quizzes must be completed by day 7 of week 8). Vocabulary Quizzes cannot be completed late (when this week ends, these quizzes will no longer be available to students).
2. Study Problems and Discussion Questions
  - a. Every student must respond to the questions posted to the “Week 8 Study Problems.” This week’s questions will focus on Probate Law.
  - b. Every student must respond twice to the discussion question posted to the “Week 8 Discussion Question” Discussion Forum. This week’s discussion question will focus on Probate Law (Please submit your responses by day 7 to this Discussion Forum).
3. Document Drafting Assignment: Develop a document that falls within the context of the week 8 materials. Please submit this assignment by day 3 of week 10 to the Assignment Drop Box. More information will be given on this assignment day 1 of week 8 in our Week 8 folder.

### **Weekly Summary**

Every student must submit a weekly summary that follows the instructions posted to the “Week 8 Weekly Summary” Discussion Forum. Submit by day 7 to this Discussion Forum.

### **WEEK 9:**

#### **Objectives**

Upon completion of this week's assignments, 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 an understanding and application of legal terminology.

**Assignments (all assignments for week 9 will be posted by day 1 of week 9 in our Week 9 Folder)**

**Reading Assignment**

1. Review my Week 9 Lecture (this lecture will be posted in our Week 9 Folder).

**Written Assignments**

1. Vocabulary Matching – Please complete the 2 vocabulary quizzes covering Family Law (these 2 quizzes must be completed by day 7 of week 9). Vocabulary Quizzes cannot be completed late (when this week ends, these quizzes will no longer be available to students).
2. Study Problems and Discussion Questions
  - a. Every student must respond to the questions posted to the “Week 9 Study Problems.” This week’s questions will focus on Family Law.
  - b. Every student must respond twice to the discussion question posted to the “Week 9 Discussion Question” Discussion Forum. This week’s discussion question will focus on Family Law (Please submit your responses by day 7 to this Discussion Forum).

**Weekly Summary**

Every student must submit a weekly summary that follows the instructions posted to the “Week 9 Weekly Summary” Discussion Forum. Submit by day 7 to this Discussion Forum.

**WEEK 10:**

**Objectives**

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Upon completion of this week's assignments, 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 an understanding and application of legal terminology.

**Assignments (all assignments for week 10 will be posted by day 1 of week 10 in our Week 10 Folder)**

**Reading Assignment**

1. Review my Week 10 Lecture (this lecture will be posted in our Week 10 Folder).

**Written Assignments**

4. Vocabulary Matching – Please complete the 3 vocabulary quizzes covering Business Law and Bankruptcy (these 3 quizzes must be completed by day 7 of week 10). Vocabulary Quizzes cannot be completed late (when this week ends, these quizzes will no longer be available to students).
5. Study Problems and Discussion Questions
  - a. Every student must respond to the questions posted to the “Week 10 Study Problems.” This week’s questions will focus on Business Law and Bankruptcy.
  - b. Every student must respond twice to the discussion question posted to the “Week 10 Discussion Question” Discussion Forum. This week’s discussion question will focus on Business Law and Bankruptcy (Please submit your responses by day 7 to this Discussion Forum).
6. Document Drafting Assignment: Develop a document that falls within the context of the week 10 materials. Please submit this assignment by day 3 of week 12 to the Assignment Drop Box. More information will be given on this assignment day 1 of week 10 in our Week 10 folder.

## Weekly Summary

Every student must submit a weekly summary that follows the instructions posted to the “Week 10 Weekly Summary” Discussion Forum. Submit by day 7 to this Discussion Forum.

### WEEK 11:

#### Objectives

Upon completion of this week's assignments, 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 an understanding and application of legal terminology.

**Assignments (all assignments for week 11 will be posted by day 1 of week 11 in our Week 11 Folder)**

#### Reading Assignment

1. Review my Week 11 Lecture (this lecture will be posted in our Week 11 Folder).

#### Written Assignments

1. Vocabulary Matching – Please complete the 3 vocabulary quizzes covering Real Estate Law (these 3 quizzes must be completed by day 7 of week 11). Vocabulary Quizzes cannot be completed late (when this week ends, these quizzes will no longer be available to students).
2. Study Problems and Discussion Questions
  - a. Every student must respond to the questions posted to the “Week 11 Study Problems.” This week’s questions will focus on Real Estate Law.

- b. Every student must respond twice to the discussion question posted to the “Week 11 Discussion Question” Discussion Forum. This week’s discussion question will focus on Real Estate Law (Please submit your responses by day 7 to this Discussion Forum).
3. Complete the LEG 123 Posttest. The posttest will be posted by day 1 of week 11 and it must be completed by day 7 of week 11 (when week 11 ends, the Posttest will no longer be available to students).

### **Weekly Summary**

Every student must submit a weekly summary that follows the instructions posted to the “Week 11 Weekly Summary” Discussion Forum. Submit by day 7 to this Discussion Forum.

### **WEEK 12:**

#### **Objectives**

Our objective this week is to assess your knowledge on the materials covered in weeks 7 – 12 and the Course Objectives covered in weeks 7 – 12.

#### **Assignments (all assignments for week 12 will be posted by day 1 of week 12 in our Week 12 Folder)**

#### **Written Assignments**

1. Week 12 will focus on our Final Examination. Our Final Examination will be posted by 12:00 p.m. on day 1 of week 12 and is due day 7 of week 12. There will be a penalty for examinations turned in later than day 7 of week 12. Our Final Examination is an open notes examination focusing on the information covered in weeks 7 – 12. You will also be required to submit a summary/course reflection outlining your experience in this course. More information will be given day 1 of week 12 in our Week 12 folder.