



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Legal Office Applications
Course Number: AOT237

Required Materials

Textbook(s): Using Computers in the Law Office, 8th Edition. Author: Matthew S. Cornick. This is an instant access course.) Materials, software, and ebook are built into the LMS course.

Required Readings: None

Additional Materials: Microsoft Office 2019, 2021 or 365 and Internet access

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	<p><u>Welcome Materials and Assignments:</u></p> <p>Materials: All materials in Start Here folder; Review LMS, MindTap, and Syllabus</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Honesty in Learning Quiz • Syllabus Quiz <p><u>Chapter 1 Materials and Assignments:</u></p> <p>Materials: Chapter 1 Overview of Computers and Technology in the Law Office and Chapter 1 Weekly Materials, PowerPoint and any Lectures.</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Ch 1 Test Your Knowledge Questions • Ch 1 Discussion Question • Ch 1 Case Study & Quiz • Ch 1 Project • Ch 1 Quiz
Week 2	<p><u>Week 2 Materials and Assignments:</u></p> <p>Materials: Chapter 2 Word Processing and Document Assembly and Chapter 2 Weekly Materials, PowerPoint and any Lectures.</p>

Week	Chapter/Topic/Lab
	<p>Assignments:</p> <ul style="list-style-type: none"> • Ch 2 Test Your Knowledge Questions • Ch 2 Discussion Question Ch 2 Case Study & Quiz
Week 3	<p><u>Week 3 Materials and Assignments:</u></p> <p>Materials: Chapter 2 Word Processing and Document Assembly and Chapter 2 Weekly Materials</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Ch 2 Project • Ch 2 Quiz • Soft Skills Assignment
Week 4	<p><u>Week 4 Materials and Assignments:</u></p> <p>Materials: Chapter 3 Spreadsheet Software and Chapter 3 Weekly Materials, PowerPoint and any Lectures.</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Ch 3 Test Your Knowledge Questions • Ch 3 Discussion Question Ch 3 Case Study & Quiz
Week 5	<p><u>Week 5 Materials and Assignments:</u></p> <p>Materials: Chapter 3 Spreadsheet Software and Chapter 3 Weekly Materials, PowerPoint and any Lectures.</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Ch 3 Project • Ch 3 Quiz • Soft Skills Assignment
Week 6	<p><u>Week 6 Materials and Assignments:</u></p> <p>Materials: Chapter 5 Databases, Case Management, & Docket Control Software, Weekly Materials, PowerPoint and any Lectures.</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Ch 5 Test Your Knowledge Questions • Case Studies and Quiz • Discussion Question
Week 7	<p><u>Week 7 Materials and Assignments:</u></p> <ul style="list-style-type: none"> • Ch 5 Quiz • Ch 5 Project
Week 8	<p><u>Week 8 Materials and Assignments:</u></p> <p>Materials: Chapter 10 The Electronic Courthouse, Automated Courtroom, and Presentation Graphics and Chapter 10 Weekly Materials, PowerPoint and any Lectures.</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Ch 10 Test Your Knowledge Questions • Case Study and Quiz • Discussion Question
Week 9	<p><u>Week 9 Materials and Assignments:</u></p>

Week	Chapter/Topic/Lab
	<p>Materials: Chapter 10 The Electronic Courthouse, Automated Courtroom, and Presentation Graphics, Chapter 10 Weekly Materials, PowerPoint and any Lectures.</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Ch 10 Project • Quiz
Week 10	<p><u>Week 10 Materials and Assignments:</u></p> <p>Materials: Chapter 6 The Cloud and Social Media and Chapter 6 Weekly Materials, PowerPoint and any Lectures.</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Ch 6 Test Your Knowledge Questions • Discussion Question • Case Study & Quiz
Week 11	<p><u>Week 11 Materials and Assignments:</u></p> <p>Materials: Chapter 6 The Cloud and Social Media and Chapter 6 Weekly Materials, PowerPoint and any Lectures.</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Quiz • Soft Skills Assignment
Week 12	<p><u>Week 12 Materials and Assignments:</u></p> <p>Materials: Chapter 7 Electronic Discovery and Chapter 7 Weekly Materials, PowerPoint and any Lectures</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Ch 7 Review Questions • Ch 7 Web Exercise • Ch 7 Essay Question • Ch 7 Case Study & Quizzes • Ch 7 Quiz
Week 13	<p><u>Week 13 Materials and Assignments:</u></p> <p>Materials: Chapter 4 Timekeeping and Billing and Chapter 4 Weekly Materials, PowerPoint and any Lectures.</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Ch 4 Review Questions • Ch 4 Web Exercise • Ch 4 Discussion Question • Ch 4 Case Study & Quizzes
Week 14/15	<p><u>Week 15 Materials and Assignments:</u></p> <p>Materials: Weekly Materials, PowerPoints and any Lectures</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Soft Skills Assignment • Resume and Cover Letters
Week 16	<p><u>Week 16 Materials and Assignments:</u></p>

Week	Chapter/Topic/Lab
	<p data-bbox="334 134 1109 170">Materials: Weekly Materials, PowerPoints and any Lectures</p> <p data-bbox="334 180 513 216">Assignments:</p> <ul data-bbox="383 226 1235 262" style="list-style-type: none"><li data-bbox="383 226 1235 262">• Final Exam Chapters 7, 4, Soft Skills, Resume, and Cover Letter