Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Date Revised: Spring 03

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

Introduction to law office management and computer hardware, peripherals, and CD-ROM used in local law offices; software applications including word processing, file (database) management, document management/control, time and billing, calendar and deadline control, spreadsheets and Internet.

Entry Level Standards:

College-level competencies in logic, reading, and English are required.

Prerequisites:

LAW 1000; OST 1005

Textbook(s) and Other Reference Materials Basic to the Course:

Roper, Brent D., Using Computers in the Law Office, 3d., West, 2000

I. Week/Unit/Topic Basis:

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<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Computers in the Law Office: overview of how computers and the Internet can assist the paralegal (3 hours)</td>
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<tr>
<td>2</td>
<td>Computer Hardware: learning how computers operate; importance of backing up (3 hours)</td>
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<tr>
<td>3</td>
<td>Computer Software: word processing, spreadsheets, project management; software conversion; accounting; etc. (3 hours)</td>
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<td>4</td>
<td>Application Software: Microsoft Windows; toolbars, task bars, icons, pull-down menus, scroll bar (3 hours)</td>
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<td>5</td>
<td>Word Processing: preparing litigation support documents; opening, formatting, editing and retrieving documents; ethical considerations: duty of competence (3 hours)</td>
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<td>6</td>
<td>Spreadsheets: Excel: inputting text, values and formulas; formatting cells; use of spreadsheets in legal environments (3 hours)</td>
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<tr>
<td>7</td>
<td>Tables: Access: database management; litigation support (3 hours)</td>
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</tbody>
</table>
Telecommunications, Computer-assisted Research, CD-ROM Databases: downloading information; use of connectors; briefly touch on Westlaw and Lexis-Nexis; advantages and disadvantages of CD-ROM legal library (3 hours)

Internet, browsers, search engines; e-mail; ethical considerations: competence, marketing, confidentiality (3 hours)

Litigation Support Software: Summation (3 hours); manual v. computerized support (3 hours)

Legal Timekeeping and Billing: Timeslips; manual v. computerized timekeeping; QuickBooks; manual v. computerized billing; how to enter data; ethical considerations: reasonable fees, contingency fee agreements (3 hours)

Docket Control; Calendaring; Case Management: ethical considerations: competence, diligence, communication; Abacus Law; LawPro (3 hours)

Specialized Legal Software: Software aimed at the legal market; where to find legal-special software; issues to consider when purchasing specialized software (3 hours)

Graphics: PowerPoint; Corel Presentations: use for client demonstration purposes; trial exhibits; training; seminars (3 hours)

Final Examination

II. Course Objectives*:

A. Demonstrate a complete and thorough understanding of legal ethics. I, III, V
B. Demonstrate a thorough understanding of development of client forms. II, III, IV, V
C. Demonstrate a complete and thorough understanding of the use of WordPerfect basic functions. II, III, IV
D. Demonstrate an adequate understanding of the use of WordPerfect intermediate and advanced techniques. II, III, IV
E. Demonstrate a complete and thorough understanding of the basic operating principles of law-office specific software applications. II, III, V
F. Develop strategies for case management using computer software. II, III, V
G. Acquire, understand, and use law office computer terminology. I, II, IV, V
H. Solve basic law office computer problems inherent in the daily operation of hardware and software. III, IV, V
I. Develop Internet skills necessary for the law office. I, II, III, IV, V

*Roman numerals after course objectives reference goals of the Paralegal Studies program.

III. Instructional Processes*:

Students will:

1. Practice elements of the work ethic such as professionalism, preparedness, punctuality, honesty, cooperation, dependability, contribution, effectiveness, good manners, etc.
Refine reading skills and expand legal vocabularies through completion of weekly guided reading exercises that allows more effective communication with lawyers, legal professionals, and software providers. Communication Outcome, Transitional Strategy

Carry out course assignments such as team discussions, team case studies, experiential exercises, oral, written, PowerPoint, WordPerfect and other law-based software applications, Internet skills development, etc. that help develop a respect for diversity. Communication Outcome, Personal Development Outcome, Information Literacy Outcome, Problem Solving and Decision Making Outcome, Cultural Diversity and Social Adaptation Outcome, Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy

Take part in course assignments such as team discussions, team case studies, experiential exercises, oral, written, PowerPoint, WordPerfect and other law-based software applications, Internet skills development, etc. that help develop teamwork, leadership, and followership skills. Communication Outcome, Personal Development Outcome, Problem Solving and Decision Making Outcome, Cultural Diversity and Social Adaptation Outcome, Information Literacy Outcome, Transitional Strategy, Active Learning Strategy

Perform course assignments such as team discussions, team case studies, experiential exercises, oral, written, PowerPoint, wordPerfect and other law-based software applications, Internet skills development, etc. that help develop critical thinking, problem solving, goal setting, and planning skills. Communication Outcome, Personal Development Outcome, Problem Solving and Decision Making Outcome, Cultural Diversity and Social Adaptation Outcome, Information Literacy Outcome, Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy

Listen to guest speakers from the legal community to learn the demands for law office computer software skills in the work world. Personal Development Outcome, Problem Solving and Decision Making Outcome, Transitional Strategy

*Strategies and outcomes listed after instructional processes reference Pellissippi State’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Recognize and avoid acts that constitute unethical behavior. A
2. Prepare client data sheet. B, C, D, E, F
3. Divide computer disk into appropriate directories and sub-directories. B, C, D, E, G
4. Prepare worksheets showing distributions of assets. B, C, D, E
5. Prepare letters and legal correspondence. A, B, C, D, E, H
6. Assemble client files. B, C, D, E, F
7. Correctly log onto Internet. G, I
9. Use WordPerfect to create case management systems. B, C, D, F
10. Identify menus in WordPerfect. C, D, G
11. Identify Internet terms. G, I
12. Manipulate the Windows environment using mouse/keystrokes. C, D, E, G
13. Create a statute of limitation file and case schedule form for client. B, C, D, E, G
14. Learn to create, calculate/record time on task/billing form. B, G, H

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures:

   Students are evaluated primarily on the basis of tests. The instructor will provide full details the first week of class via a syllabus supplement.

B. Laboratory Expectations:

   N/A

C. Field Work:

   Students will complete several out-of-class skills projects.

D. Other Evaluation Methods:

   Class participation, group work, and homework will also comprise the final grade for the course. The instructor will provide full details the first week of class via a syllabus supplement. All tests and papers will be graded for spelling and English usage in addition to content and format. Any student encountering academic difficulty during the term is strongly encouraged to meet with the instructor to discuss options and solutions.

E. Grading Scale:

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
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<tr>
<td>B+</td>
<td>88-92</td>
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<tr>
<td>B</td>
<td>83-87</td>
</tr>
<tr>
<td>C+</td>
<td>78-82</td>
</tr>
<tr>
<td>C</td>
<td>73-77</td>
</tr>
<tr>
<td>D</td>
<td>65-72</td>
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<tr>
<td>F</td>
<td>64 and below</td>
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VI. Policies:

A. Attendance Policy:

   Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled classes and laboratory meetings in order to receive credit for the course. (Pellissippi State Catalog).

B. Academic Dishonesty:
Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.

C. Other Policies:

Late papers will not be accepted nor will make-up tests be given without specific approval of the instructor.