SPECIAL TOPICS: Technology in the Law Office
LAW 2600

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Date Revised: Fall 09

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

Study and discussion of a selected topic in law. Content will vary. May be repeated with program advisor's consent.

Entry Level Standards:

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

Prerequisite:

LAW 1000, OST 1211

Corequisite:

Textbook(s) and Other Course Materials:


I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction (0.5 hr.); Tech Support in the Law Office (1.0 hr.); Ethical Issues of Confidentiality, Security, Work Product (1.0 hr.); future Trends (0.5 hr.)</td>
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<tr>
<td>2</td>
<td>Legal Ethics in the Technology Age (1.0 hr.); Computer Hardware-How a computer works (1.0 hr.); Software &amp; compatibility (1.0 hr.);</td>
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<td>3</td>
<td>The Internet-development &amp; function (0.5 hr.) Cookies, Pop-ups, hackers and computer security: firewalls, anti-virus software, pop-up blockers (1.0 hr); Introduction to Phone-slips program (1.5 hrs).</td>
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<tr>
<td>4</td>
<td>Electronic Research (1.0 hr.); Word Processing, templates, and file formats (1.0 hr); Security Features and on-line Word security modules (1.0 hr)</td>
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<td>5</td>
<td>Electronic Spreadsheets and templates (0.5 hr.); Databases (0.5 hr.); Electronic Document Storage (0.5 hr). E-filing and Federal Court CM/ECF (1.5 hr.)</td>
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<tr>
<td>6-7</td>
<td>Basics of Office Management Software (1.0 hr.); Calendar Maintenance Programs: Abacus Law software (2.0 hrs)</td>
</tr>
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7. Timekeeping software: Tabs 3 software (2.0 hrs); Accounting software: QuickBooks (1.0 hr).
8. Case Organization Management Software: CaseMap (2.0 hrs); Time-line graphics programs: TimeMap (1.0 hr.)
9. Integration of Case Organization Mgmt & time-line programs (0.5 hrs.);
10. E-Discovery (0.5 hr.); Adobe Acrobat in law practice (2.0 hrs) Litigation support: Document processing (0.5 hr) & redaction (0.5 hr);
11. Ethical issues in document delivery (1.0 hr). Use of scanners (1.0 hr); Summation software (3.0 hrs)
12. Litigation Support: Intro to Presentation and Trial Graphics (0.5 hr); PowerPoint for Litigators (2.0 hrs)
13. The Electronic Courthouse: Use of the Document Camera (1.0 hr.); electronic equipment in the courtroom (1.0 hr); Working with courthouse tech staff, Federal Court tech training (0.5 hr.); Equipment compatibility issues (0.5 hr.)
14. Preparing the Trial Presentation (3.0 hrs)
15. Final Examination: Project Presentations

II. Course Objectives*:

A. Demonstrate a complete and thorough understanding of legal ethics. I, III
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 document management program basic functions. II, III, IV
D. Demonstrate a complete and thorough understanding of the use of spreadsheets basic functions. II, III, IV
E. Demonstrate a complete and thorough understanding of the use of the basic functions of databases. II, III, IV
F. Demonstrate a complete and thorough understanding of the use of billing applications. II, III, IV
G. Demonstrate a complete and thorough understanding of the use of litigation support programs. II, III, IV
H. Develop a complete and thorough understanding of the use of electronic court filing requirements. II, III, IV
I. Develop a complete and thorough understanding of the use of online docket programs. II, III, IV
J. Demonstrate a complete and thorough understanding of trial preparation software. II, III, IV, V
K. Solve basic law office computer problems inherent in the daily operation of hardware and software. III, IV, V
L. Develop Internet skills necessary for the law office. I, II, III, IV, V


N. Develop an understanding of the role of the technology support staff. I, III, 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. Personal Development Outcome, Transitional Strategy

2. Refine their reading skills and expand their legal vocabularies through completion of weekly guided reading exercises that allows them to communicate more effectively with lawyers and legal professionals. Communication Outcome, Transitional Strategy

3. Carry out course assignments such as team discussions, team case studies, experimental exercises, oral, written, PowerPoint, Word, AbacusLaw, Lexis Nexis CaseMap, Tabs3, Trial Director, 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

4. Take part in course assignments such as team discussions, team case studies, experimental exercises, oral, written, PowerPoint, Word, AbacusLaw, Lexis Nexis CaseMap, Tabs3, Trial Director, 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

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

6. Listen to guest speakers from the legal community to discover what kind of demand there is for legal professionals in administrative cases. 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. Use Word procession to prepare documents, letters and correspondence. (A, B, C, D, E, F)
3. Use electronic spreadsheets to perform financial calculations and financial presentations. (B, C, D, E)
4. Manage firm financial records, payroll, and client escrow accounts using accounting programs (B, C, D, E)
5. Use calendaring to set deadlines, appointments, and hearing dates. (B, C, D, E, F)
6. Prepare persuasive presentations with graphic presentation software. (G, I)
7. Use trial presentation software to organize trial presentation. (G, I)
8. Use internet search engines to find accurate and current legal information as well as factual information to support a case. (B, C, D, F)
9. Maintain records and documents through databases. (C, D, G)
10. Convert documents to electronic format. (G, I)
11. Use document search features to locate relevant material in documents and exhibits. (C, D, E, G)
12. Record accurate client time and billing with time and billing programs. (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 projects. 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 skills projects. The instructor will provide full details the first week of class via a syllabus supplement.

D. Other Evaluation Methods:

   1. 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.
   2. All tests and papers will be graded for spelling and English usage in addition to content and format.
   3. Any student encountering academic difficulty during the term is strongly encouraged to meet with the instructor to discuss options and solutions.
E. Grading Scale:

- A  93-100
- B+  88-92
- B   83-87
- C+  78-82
- C   73-77
- D   65-72
- F   64 and below

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 class and laboratory meetings in order to receive credit for the course. Attendance is absolutely essential to perform well in this course. Absenteeism is recorded, not excused. Twelve (12) hours of absences will result in an automatic F for the course. (Pellissippi State Online Catalog)

B. Academic Dishonesty:

Cheating of any type will not be tolerated and will become an automatic zero on that paper or test. Repetition of cheating will result in an F for the final grade. (Pellissippi State Online Catalog)

C. Accommodation for Disabilities:

If you need accommodations because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Please see the instructor privately after class or in his/her office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127 or 131 or by phone: 694-6751(Voice/TTY) or 539-7153.

D. Other Policies:

Late papers will not be accepted. No make-up tests will be given unless the instructor has been notified and excused the student's absence.

Computer Usage Guidelines:
College-owned or operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an effective, efficient, ethical and lawful manner. (Pellissippi State Online Catalog)