PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

TECHNOLOGY IN THE LAW OFFICE
LEGL 1315 (formerly LAW 2310)

Class Hours: 3.0   **Credit Hours: 3.0**

Laboratory Hours: .0   **Revised: Fall 2015**

Catalog Course Description:

An introduction to computer hardware and software applications commonly used in the law office.

Entry Level Standards:

College-level competencies in reading and English are required.

Prerequisites:

LEGL 1300

Textbook(s) and Other Course Materials:

Goldman, Thomas F., *Technology in the Law Office, 3rd Edition*, Pearson Education, 2013.
ISBN: 978-0-13-272299-5

I. Week/Unit/Topic Basis:

Week	Chapter(s)	Topic
1	1	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 hrs)
2	2-3	Legal Ethics in the Technology Age (1.0); Computer Hardware-How a computer works (1.0); Software & Compatibility (1.0 hr);
3	3-4	The Internet-development & function (0.5 hr.) The Cloud and the Internet (1.5 hr.); Metadata (1.0 hr.)
4	4-6	Electronic Research (2.0 hr); Virtual Law Office (1.0 hr.).
5	7-9	Databases (1.0 hr.); Electronic Document Storage (0.5 hr). E-filing and Federal Court CM/ECF (1.5 hr.)
6	10	Basics of Office Management Software (1.0 hr); Calendar Maintenance Programs: CaseMap (2.0 hrs); Time- line graphics programs: TimeMap (1.0 hrs.)

7		Timekeeping software: Tabs 3 software (2.0 hrs); Accounting software: Quickbooks (1.0 hr).
8	11-14	E-Discovery (1.0 hrs.); Amendments to Rules of Federal Procedure (0.5 hr.); Spoliation (0.5 hr.); Sanctions (0.5 hr.): Abacus Law software (0.5 hrs.)
9	16	Integration of Case Organization Mgmt & time-line programs (0.5 hrs); Adobe Acrobat in law practice (2.0 hrs); SmartDraw (0.5 hrs.)
10	10	Litigation Support: document processing (0.5 hr) & redaction (0.5 hr); Ethical issues in document delivery (1.0 hr). Use of scanners (1.0 hr)
11		Summation software (3.0 hrs)
12	16	Litigation Support: Intro to Presentation and Trial; Graphics (0.5 hr); PowerPoint for Litigators (1.0 hr); Trial Director and Sanction (1.0 hr.).
13	15	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 hours)
15		Final Project

II. Course Goals*:

The course will

A. Expand student understanding of legal ethics. I, III, IV

B. Introduce students to the function of technological support in the law office. I,II,III,IV, V

C. Expand student knowledge of computer hardware and software compatibility and function. II,III,IV,V

D. Enhance student understanding of cloud computing and the virtual law office. II, III,IV

E. Introduce the student to electronic filing in federal court. I, II,III,IV,V

F. Introduce students to document management software, timekeeping software, and billing software used in the law office. II,III,IV,V

G. Introduce students to Abacus Law, Adobe Acrobat, and Sanction software used in the law office. II,III,IV

H. Increase knowledge and skill using trial presentation software and courthouse technology for trials. II, III,IV

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

III. Expected Student Learning Outcomes*:

Students will be able to:

1. Understand the function of technological support in the law office. (B,C,D)

2. Understand computer hardware and software compatibility and function. (C,D,F,G)

3. Demonstrate knowledge of federal court electronic filing. (E)

4. Demonstrate knowledge of various software used in law offices. (B,D,F,G,H)

5. Demonstrate a complete and thorough understanding of legal ethics. (A)

6. Prepare spreadsheets. (A,D, E,F)

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. Evaluation:

A. Testing Procedures: 70%

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

B. Laboratory Expectations:

N/A

C. Field Work: 20%

Students will complete several out-of-class skills projects, which will be described on the syllabus supplement.

D. Other Evaluation Methods: 10%

1. Class participation, group work, and homework will also comprise the final grade for the course.
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

V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of

Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at http://www.pstcc.edu/sswd/.

D. Other Policies:

Computer Usage Guidelines:
College-owned or -operated computing resources are provided for use students of Pellissippi State Community College. All students are responsible for the use of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner.