

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

LAW OFFICE COMPUTING
LAW 2010

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

**Date Revised: Spring
00**

Catalog Course Description:

Introduction to law office 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, Westlaw and Internet.

Entry Level Standards:

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

Prerequisites:

LAW 1000, LAW 1005, OST 1221

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:

Week	Topic
1	Computers in the Law Office
2	Computer Hardware
3	Computer Software
4	Application Software
5	Word Processing
6	Database Management Systems
7	Spreadsheet Software
8	Telecommunications, Computer-assisted Research, CD-ROM Databases
9-10	Legal Timekeeping and Billing Software

11-12	Docket Control Software
13-14	Litigation Support Software
15	Specialized Legal Software
16	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 Business and Computer Technologies department.

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. *Transitional Strategy, Personal Development Outcome*
2. 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*
3. 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, 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, 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, Problem Solving and Decision Making Outcome, Transitional Strategy, Active Learning Strategy*

5. 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, Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy*
6. 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, 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
8. Create simple Web page. 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. 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.

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:

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.

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.

C. Other Policies:

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