

Pellissippi State Community College  
Master Syllabus

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**TECHNOLOGY IN THE LAW OFFICE**  
**LAW 2600**

Class Hours: 3.0  
Laboratory Hours: 0.0  
Credit Hours: 3.0  
Revised: 01/05/2012

Instructor:  
Office:  
Phone:  
Email:

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**Catalog Course Description:**

Study and discussion of a selected topic in law. Content will vary.

**Entry Level Standards:**

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

**Prerequisites:** LAW 1000

**Textbook(s) and Other Course Materials:**

1. Cornick, Matthew S., *Using Computers in the Law Office, 6<sup>th</sup> Edition* (Delmar Cengage, 2012); ISBN: 978-1-4390-5691-2
2. Cornick, Matthew S., *Student Workbook: Using Computers in the Law Office, 6<sup>th</sup> Edition* (Delmar Cengage, 2012); ISBN: 978-1-4390-5712-4

**I. Week/Unit/Topic Basis:**

<b>Week</b>	<b>Topic</b>
1	C. 1 Introduction; Tech used in the law office (1 hour); Overview of minimum office technology needs (1 hour); Overview of computers (1 hour)
2	C. 2 Computer security(1 hour); Word processing and document assembly (0.5 hour); Phone slips software (1.5 hours)
3	PDF File creation (1.0 hour); Adobe Acrobat Professional software (2.0 hours).
4	C. 3 Spreadsheet software (1.0 hour); Quickbooks (2.0 hours).
5	C.4 Timekeeping and billing (2.0 hours); Tabs 3 software (1 hour).
6	Tabs 3 software (3.0 hours).
7	C. 5 Case Management and Docket control (2 hours); Abacus Law (1 hour)
8	Abacus Law software (3.0 hours).
9	C. 6 Personal Information storage and discovery on the Internet (1.5 hours); Electronic discovery (1.5 hours).

- 10 C. 7 Electronic Discovery (1.0 hour); Discovery and Discovery FY software (2.0 hours).
- 11 Case Map software (3.0 hours).
- 12 C. 9 Time Map software (1.5 hours); The electronic courthouse, automated courtroom, presentation graphics (1.5 hours)
- 13 Trial Presentation software: PowerPoint in the Courtroom (3.0 hours)
- 14 Trial Presentation software: Trial Director software (3.0 hours)
- 15 Final Project & Presentations  
Final Exam Period

## II. Course Goals\*:

The course will:

- A. Expand student's knowledge of legal and technology vocabulary. (II, III, IV)
- B. Build on students' effective use of professional ethics with practice elements of the work ethic such as professionalism, preparedness, punctuality, honesty, cooperation, dependability, contribution, effectiveness, and good manners. ( I, II)
- C. Enhance development of critical thinking, problem solving, goal setting, and planning skills through the performance of course assignments such as utilizing software programs, case analysis, experiential exercises, and oral presentations. (II, III, IV, V)
- D. Expand student understanding of laws relating to the utilization of technology in the legal workplace. (II, III, V)
- E. Increase student awareness of the ethics used in handling private client information and documents. (I)
- F. Provide students with hands-on experience in using software programs and organizing data common to the law office and the utilization of software to manage that data in an efficient method (I, II, III, IV, V).

\*Roman numerals after course objectives reference goals of the (*Paralegal Studies*) program (Career Program Goals and General Education Goals are listed [http://www.pstcc.edu/departments/curriculum\\_and\\_instruction/syllabi/](http://www.pstcc.edu/departments/curriculum_and_instruction/syllabi/))

## III. Expected Student Learning Outcomes\*:

Students will be able to:

- 1. Recognize and demonstrate acts that constitute professional behavior. (B, E)
- 2. Identify and articulate acts that constitute unethical behavior. (B)
- 3. Understand the laws relating to the use of technology in the law office. (A, D)
- 4. Distinguish between the types of technology used in the law office and the purpose of each. (A,D)
- 5. Distinguish between and identify the types of computer programs used in the law office and the purpose of each. (A,C,D)
- 6. Understand and be able to utilize the Adobe PDF file format. (A,C,D)
- 7. Identify and explain the role of document production in the law office. (C)
- 8. Identify and use software that is utilized in document production. (A,C,D,F)
- 9. Identify and perform basic tasks using Quickbooks (C,E,F)
- 10. Understand and explain the role of time keeping in the law office. (A C, F)
- 11. Identify and perform basic tasks using Tabs3 (C,E,F)

12. Explain the use of case management and docket control in the law office (A,C,E)
13. Identify and perform basic tasks using Abacus Law ( C,E,F)
14. Understand the use of electronic discovery and the laws that affect this process (A,D,F)
15. Identify the basic functions that case management software provides (A,D,F)
16. Create basic trial presentations using software (A,B,C,D,E,F)

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

#### **IV. Evaluation:**

A. Testing Procedures: 20%

B. Laboratory Expectations: None applicable

C. Field Work: None applicable

D. Other Evaluation Methods: 80% of grade

Research on laws that affect the use of technology in the practice of law. Utilization of various types of software available for the law office. Development of skill at time keeping. Develop an understanding of the types and use of data management in the law office. Use of software to create trial presentations.

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 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. (*Pellissippi State Online 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. (*Pellissippi State Online Catalog*)

C. Accommodations for disabilities:

Students who 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 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, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at [www.pstcc.edu/departments/swd/](http://www.pstcc.edu/departments/swd/).

D. Other Policies:

1. **Supplementary Syllabus.** Legal and Medical research will be assigned and will be fully explained by the Instructor's supplementary syllabus. All work shall be expected to be typed unless otherwise instructed.
2. **Late Work:**  
Late papers will not be accepted nor will make-up tests be given without specific approval of the instructor.
3. **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*)