COURSE INFORMATION FORM

DISCIPLINE
Paralegal Practice

COURSE TITLE
Principles of Legal Technology

CR.HR 3.0 LECT HR 2.5 LAB HR 1.0 CLIN/INTERN HR. CLOCK HR.

CATALOG DESCRIPTION
This course will provide an overview of the primary types of technology and related skills utilized regularly by practicing paralegals. The course offers a broad understanding of legal technology and the need for paralegals to be proficient with computers, software, and other forms of technology. The material will address how various technologies are utilized both in the office and in the courtroom. Students will study challenges associated with technology such as ethics and security. Various software applications will be studied, including document management, timekeeping, spreadsheets, and presentation graphics. This is a hands-on course conducted in the computer lab and allows the student to apply the course material through a variety of activities.

PREREQUISITES
PARA 100 Introduction to Paralegal Practice
CSIS 115

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)
Upon completion of this course, the student will be able to:

1. Identify and use the primary types of technology utilized by paralegals;
2. Describe the difference between hardware and software used in paralegal practice;
3. Demonstrate proficiency and use the various types of utility, operation and application software regularly used in paralegal practice including timekeeping and electronic discovery;
4. Demonstrate proficiency with the automated courtroom and court-related technology;
5. Demonstrate proficiency in case management and legal support system software;
6. Create and edit legal related documents using Microsoft Word, Excel Spreadsheet and a PowerPoint presentation.

GENERAL EDUCATION OUTCOMES (ESO)
Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

Outcomes (ESO)

2. Critical Thinking
   B. Define, analyze, and evaluate information, materials and data
      4. Integrate information and see relevant relationships that broaden and deepen understanding (1, 3)
7. Awareness of social, political and behavioral environments
   C. Communicate information clearly and concisely using traditional and contemporary technologies (5, 6)
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

The student will demonstrate:

1. An ability to conduct efficient and productive legal research, investigation and analysis using current technology
2. An ability to communicate clearly and cogently; both orally and in writing with attorneys, staff, clients and third parties
3. An ability to perform basic paralegal functions

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes may be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Examinations (1,2,3,4,5,6)
2. Written assignments (1,2,3,4,5,6)
3. Projects (3,5,6)
4. Oral participation in class (1,2,3,4,5,6)
COURSE OUTLINE FORM

DISCIPLINE   Paralegal Practice

COURSE TITLE: Principles of Legal Technology

Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Computers in the Law Office
   A. Introduction to Computers and the Law
   B. Elementary Computer Concepts
   C. How Computers Can Help the Legal Assistant
   D. Legal Technology Trends
   E. Legal Ethics and Computer Technology

II. Computer Hardware and Software
   A. A Computer System: An Overview
   B. System Unit Components
   C. Peripheral Devices
   D. Size Classifications of Computers
   E. Local and Wide Area Networks
   F. Hardware and Software Security and Ethical Considerations
   G. Introduction to Computer Software
   H. The Windows Operating System
   I. Utility Software
   J. Application Software
   K. Kinds of Application Software
   L. Law Firm Information Systems

III. Word Processing, PDF & Document Assembly
   A. Centralized and Decentralized Word Processing Systems
   B. Legal Word-Processing Programs – Microsoft Word vs. Corel Word Perfect
   C. Legal Word-Processing Fundamentals
   D. PDF File Creation
   E. Document Assembly Programs
   F. Word Processing in the Legal Environment
   G. Ethical Considerations

IV. Spreadsheet Software
   A. What is a Spreadsheet?
   B. “What If” Analysis
   C. Spreadsheet Structure and Organization
   D. Spreadsheet Fundamentals
   E. Spreadsheet Planning
   F. Spreadsheets in the Legal Environment
   G. Ethical Considerations

V. Legal Timekeeping and Billing Software
   A. Introduction to Timekeeping and Billing

Revised 02/28/01
B. Manual vs. Computerized Billing Systems
C. The Computerized Timekeeping and Billing Process
D. Kinds of Legal Fee Arrangements
E. Legal Expenses
F. Timekeeping and Billing for Legal Assistants
G. Functions of a Successful Billing System
H. Computerized Timekeeping and Billing
I. Integrating Timekeeping and Billing, Accounting, and Case Management
J. What to Look for in Timekeeping and Billing Software
K. Billing from the Corporate and Government Perspective
L. The Ethics of Timekeeping and Billing

VI. Case Management and Docket Control
   A. Calendaring, Docket Control, and Case Management
   B. Introduction to Docket Control and Case Management
   C. Manual Docket Control
   D. Types of Computerized Docket Control Systems
   E. Overview of Computerized Legal Case Management and Docket Control
   F. Implementing Case Management Systems – Why They Fail
   G. The Docket Cycle
   H. Ethical and Malpractice Considerations

VII. Electronic Discovery
   A. Electronic Discovery Overview
   B. The Federal Rules of Civil Procedure and Electronically Stored Information
   C. Producing and Receiving ESI

VIII. Internet and Electronic Mail
   A. Introduction to the Internet
   B. Use of the Internet in Legal Organizations
   C. Searching For and Finding Information on the World Wide Web
   D. Performing Legal Research on the Internet
   E. Problems with Researching on the Internet
   F. Legal Organization Web Pages
   G. Legal Organization Intranets and Extranets
   H. Electronic Mail
   I. Ethical Considerations

IX. Electronic Courthouse, Automated Courtroom, and Presentation Graphics
   A. The Electronic Courthouse
   B. The Automated Courtroom
   C. Overview of Presentation and Trial Presentation Software
   D. Creating Presentations with Microsoft PowerPoint
   E. Courtroom Presentation Tips
   F. Presentation Graphics in the Legal Environment
   G. Ethical Considerations