

ITT Technical Institute
PL1250
Law Office Technology
Onsite Course

SYLLABUS

Credit hours: 4.5

Contact/Instructional hours: 56 (34 Theory Hours, 22 Lab Hours)

Prerequisite(s) and/or Corequisite(s):

Prerequisites: PL1110 Introduction to Paralegal or equivalent, GS1145 Strategies for the Technical Professional or equivalent

Course Description:

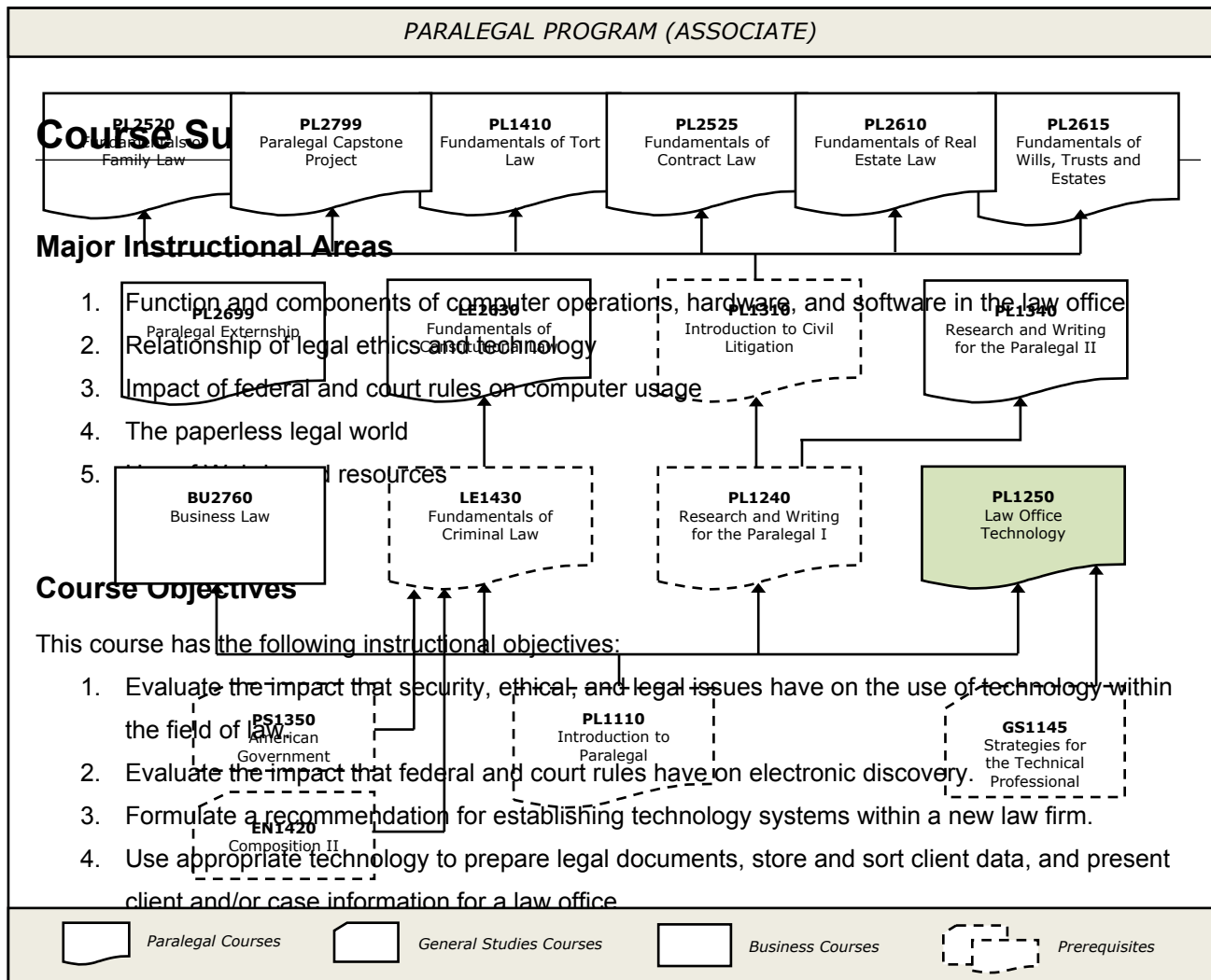
This course introduces students to software applications used in law offices. Students create documents, spreadsheets and electronic presentations for trial. Students work with database and case management software, and study the ethical implications of electronic discovery.

Where Does This Course Belong?

This course is in the first year of the Paralegal associate’s degree program offered in the School of Criminal Justice. The Paralegal degree from ITT Technical Institute helps to prepare students for meaningful careers as a paralegals and legal assistants working in civil litigation, family law, criminal, real estate law, and/or probate law. This program covers the following core areas:

- Applied technical skills
- Critical thinking
- Problem solving
- Communication
- Teamwork

The following diagram demonstrates how this course fits in the program:



6. Create an electronic presentation to use at trial.

7. Analyze the advantages of case management via specialty software.
8. Research legal issues using the Internet.

Learning Outcomes

Upon completion of this course, students are expected to:

1. Describe how the Federal Rules of Civil Procedure affect technology use in a law office.
2. Articulate ethical and security issues that must be considered when employing technology in a law office.
3. Describe potential ethical issues related to the use of various types of software in a law office.
4. Outline ethical considerations related to a paperless office.
5. Analyze how recent changes in the Federal Rules of Civil Procedure affect electronic discovery.
6. Describe ethical methods for processing documents for delivery to an opposing legal team.
7. Identify types of technology that are often used to complete specific tasks in a law office.
8. Prepare a list of emerging technologies that could be used to improve operations within a law office.
9. Prepare a checklist for installation and licensing requirements to consider when purchasing technology components.
10. Identify online resources appropriate for locating legal information.
11. Describe common uses of the Internet in law offices.
12. Describe how specific software tools are used in law offices.
13. Describe the functions of menus, tools, and commands that are used to create and save documents.
14. Identify help resources of the various software tools used to create legal documents.
15. Prepare legal documents using appropriate software tools.
16. Describe the significance of case organization.
17. Locate information about a specific legal issue using search queries.
18. Describe the process of filing legal documents electronically.
19. Describe the susceptibility of electronic evidence to spoliation.
20. Identify ethical issues related to electronic discovery.
21. Prepare a discovery plan for electronic evidence as required under the Federal Rules.
22. Describe the electronic discovery process.
23. Identify appropriate file formats for a response to a discovery request.
24. Explain how various types of software can be used to facilitate electronic discovery efforts of the legal team.
25. Describe the elements of an electronic courtroom.
26. Explain the purpose of backup plans necessary for a paperless environment.

27. List the electronic courtrooms, resources, and technology staff in your jurisdiction.
28. Develop a plan to respond to a discovery request.
29. Create graphic exhibits to be presented at trial.
30. Prepare an electronic presentation for trial.
31. Create listing of the basic technology needed to manage the needs of a law office.
32. Provide an assessment of the type of technology needed for telecommuting professionals.

Learning Materials and References

Required Resources

Textbook Package	New to this Course	Carried over from Previous Course(s)	Required for Subsequent Course(s)
Goldman, T. F. (2013). <i>Technology in the law office</i> (3rd ed.) Upper Saddle River, NJ: Prentice Hall.	■		■
SmartDraw.com. (2012). Student CD for SmartDraw VP: A Hands-on Tutorial and Guide (2nd ed.).			

Recommended Resources

- ITT Tech Virtual Library:
<http://myportal.itt-tech.edu/library/Pages/HomePage.aspx>
 - Books> eBooks on EbscoHost> Elias, S., & Levinkind, S. *How to find and understand the law* (14th ed.). Berkley, CA: Nolo, 2007.
 - Periodicals>Web Collections and Indexes
 - Law Journals
 - School of Study>School of Criminal Justice>Recommended Links:
 - General> LLRX: Law and Technology Resources for Legal Professions
 - Law> American Law Sources On-line
 - Law> FindLaw
 - School of Study> School of Criminal Justice> Databases
 - LexisNexis Academic

Information Search

Use the following keywords to search for additional online resources that may be used for supporting your work on the course assignments:

- Interrogatories
- Paperless office
- Federal Rules of Civil Procedures
- Electronic discovery
- Electronic courtroom

NOTE: All links are subject to change without prior notice.

Course Plan

Suggested Learning Approach

In this course, you will be studying individually and within a group of your peers. As you work on the course deliverables, you are encouraged to share ideas with your peers and instructor, work collaboratively on projects and team assignments, raise critical questions, and provide constructive feedback.

Use the following advice to receive maximum learning benefits from your participation in this course:

DO	DON'T
<ul style="list-style-type: none"> ▪ Take a proactive learning approach. ▪ Share your thoughts on critical issues and potential problem solutions. ▪ Plan your course work in advance. ▪ Explore a variety of learning resources in addition to the textbook. ▪ Offer relevant examples from your experience. ▪ Make an effort to understand different points of view. ▪ Connect concepts explored in this course to real-life professional situations and your 	<ul style="list-style-type: none"> ▪ Assume there is only one correct answer to a question. ▪ Be afraid to share your perspective on the issues analyzed in the course. ▪ Be negative about the points of view that are different from yours. ▪ Underestimate the impact of collaboration on your learning. ▪ Limit your course experience to reading the textbook. ▪ Postpone your work on the course deliverables – work on small assignment

own experiences.

components every day.

Course Outline

Unit #	Unit Title	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
1	Technology and Legal Ethics in the Law Office	Assignments	Unit 1 Assignment 1: Memo: Ethics in the Law Office	2%
			Unit 1 Assignment 2: Memo: The Good and Bad of Legal Websites	2%
		Labs	Unit 1 Lab 1: Technology Systems for the New Firm	2%
<i>Unit 1 Reading Assignment: Goldman, Chapters 1–3</i>				
2	Email, Internet, and Electronic Research	Assignments	Unit 2 Assignment 1: Memo: Password Procedures in the Law Office	2%
		Quizzes	Quiz 1	3%
		Labs	Unit 2 Lab 1: Multi-Collision Case Research	2%
<i>Unit 2 Reading Assignment: Goldman, Chapter 4, and Appendix II, Case Study B, pp. 520-533</i>				
3	Word Processing	Assignments	Unit 3 Assignment 1: Memo: Microsoft Word	2%
		Labs	Unit 3 Lab 1: Client Contingent Fee Agreement	2%
			Unit 3 Lab 2: Office Staff Table	2%
<i>Unit 3 Reading Assignment: Goldman, Chapter 6</i>				
4	Electronic Spreadsheets	Quizzes	Quiz 2	3%
		Labs	Unit 4 Lab 1: Payroll	2%
			Unit 4 Lab 2: Expense Report	2%
<i>Unit 4 Reading Assignment: Goldman, Chapter 7</i>				
5	Electronic Databases	Assignments	Unit 5 Assignment 1: Memo: How Can Databases Prevent Client Conflicts?	2%
		Quizzes	Quiz 3	3%
		Labs	Unit 5 Lab 1: Access Database	2%
<i>Unit 5 Reading Assignment: Goldman, Chapter 8</i>				
Unit #	Unit Title	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
6	The Paperless Office, Case Management, and Case Organization	Assignments	Unit 6 Assignment 1: Memo: Electronic Filing	2%
		Labs	Unit 6 Lab 1: Timeline	2%
			Unit 6 Lab 2: Calendaring	2%
			Unit 6 Lab 3: Billing Time	2%
<i>Unit 6 Reading Assignment: Goldman, Chapters 5, 9, and 10</i>				

Unit #	Unit Title	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
7	Electronic Discovery	Quizzes	Quiz 4	3%
		Labs	Unit 7 Lab 1: Memo: Discovery Request	2%
			Unit 7 Lab 2: Interrogatories	2%
<i>Unit 7 Reading Assignment: Goldman, Chapters 11, 12, and 13</i>				
8	E-Discovery Analysis	Assignments	Unit 8 Assignment 1: Memo: Discovery Request Plan	2%
		Assessments	Quiz 5	3%
<i>Unit 8 Reading Assignment: Goldman, Chapter 14</i>				
9	Presentation and Trial Graphics	Assignments	Unit 9 Assignment 1: Memo: Electronic Trial Presentations	2%
		Quizzes	Quiz 6	3%
		Labs	Unit 9 Lab 1: Accident Diagram	2%
<i>Unit 9 Reading Assignment: Goldman, Chapter 16</i>				
10	The Electronic Courtroom	Assignments	Unit 10 Assignment 1: The Electronic Courtroom and Its Attributes	2%
<i>Unit 10 Reading Assignment: Goldman, Chapter 15 and 17</i>				
11	Course Review and Final Examination	Exams	Final Exam	18%
		Course Project	Final Course Project (Submission & Presentation)	20%
<i>Unit 11 Reading Assignment: Review of all previously assigned readings, Chapters 1 – 17 (Specifically reread all chapter summaries.)</i>				

Evaluation and Grading

Evaluation Criteria

The graded assignments will be evaluated using the following weighted categories:

Category	Weight
Assignments	18%
Labs	26%
Quizzes	18%
Course Project	20%
Exams	18%
Total	100%

Grade Conversion

The final grades will be calculated from the percentages earned in the course, as follows:

Grade	Percentage	Credit
A	90–100%	4.0
B+	85–89%	3.5
B	80–84%	3.0
C+	75–79%	2.5
C	70–74%	2.0
D+	65–69%	1.5
D	60–64%	1.0
F	<60%	0.0

Academic Integrity

All students must comply with the policies that regulate all forms of academic dishonesty, or academic misconduct, including plagiarism, self-plagiarism, fabrication, deception, cheating, and sabotage. For more information on the academic honesty policies, refer to the Student Handbook and the Course Catalog.

(End of Syllabus)