LAW C170: COMPUTER APPLICATIONS FOR THE PARALEGAL

Item	Value
Top Code	140200 - Paralegal
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S),
	• Pass/No Pass (B)

Course Description

This course is designed to acquaint paralegals with basic computer use, including software programs utilized by attorneys (word processing, spreadsheets, document databases), law-related public databases, non-law public databases, systems management, research, time and billing and other applications. ADVISORY: LAW C100 and keyboarding skills at 30 wpm. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Explain the nomenclature of technology, including hardware, software, cloud computing, and data/record storage, as it is applicable to a legal environment.
2. Prepare documents in a legal environment using word processing, spreadsheet, PDF, and document assembly software.
3. Demonstrate an understanding of practice management, case management, billing, calendaring, document management, and litigation management programs in a legal environment.
4. Apply the concept of electronically stored information as it relates to discovery in specific factual scenarios in a legal environment.
5. Apply the ethical considerations of confidentiality related to the use of technology in a legal environment.

Course Objectives

• 1. Identify how computers are used in legal organizations.
• 2. Identify the various computer-system components.
• 3. Explain the concept of metadata.
• 4. Recognize the ethical issues raised by use of computers in the law office.
• 5. Describe document assembly and explain how it works.
• 6. Discuss ethical issues related to word processing.
• 7. Explain what a spreadsheet is and how it is utilized in a legal setting.
• 8. Describe how rows and columns make up the structure of a spreadsheet.
• 9. Explain what text, values, and formulas are.
• 10. Describe the types of graphs commonly found in spreadsheet programs.

• 11. Describe timekeeping and billing as used in a legal setting.
• 12. List the basic features and functions of timekeeping and billing programs in a legal setting.
• 13. Describe how time slips are entered into a timekeeping and billing system in a legal setting.
• 14. Explain how management reports for timekeeping and billing systems can be of assistance in a legal setting.
• 15. Define relevant terms including database, field, record, table, and query.
• 16. Explain what a docket control system is.
• 17. Explain the concept of case management.
• 18. Discuss how docket control and case management are important to legal organizations from an ethical perspective.
• 19. Explain how legal professionals use the cloud.
• 20. Describe the ethical issues posed by use of the cloud by legal professionals.
• 21. Describe how social media has impacted the practice of law.
• 22. Describe the ethical issues raised by use of social media by legal professionals.
• 23. Explain why electronic discovery is an important aspect of litigation.
• 24. Describe the meaning of and scope of ESI in relation to the Federal Rules of Civil Procedure.
• 25. Explain the purpose of "meet and confer" pursuant to the Federal Rules of Civil Procedure.
• 26. Discuss the duty to preserve ESI.
• 27. Describe the different steps of electronic discover procedure.
• 28. Explain what native and image formats are.
• 29. Identify the three major types of litigation support systems.
• 30. Describe the litigation support process.
• 31. Identify and use various search methods to retrieve litigation support data.
• 32. Describe the difference between a subject-oriented search engine and a metasearch engine.
• 33. List the resources for finding precise legal information on the Internet.
• 34. Explain what is involved in planning and creating a search query.
• 35. Formulate simple search queries.
• 36. Describe the various types of presentation software for use at trial.
• 37. Explain how presentation software can be used in the legal environment.

Lecture Content

INTRODUCTIONS (4 hours) Overview of computers in legal environments Overview of computer hardware and software Ethics and computer technology WORD PROCESSING (8 hours) Basic operations   Common terminology Microsoft Word/WordPerfect Legal Environment applications Ethical considerations SPREADSHEETS (6 hours) Structure and organization Fundamentals Planning Ethical considerations DATABASE APPLICATIONS (6 hours) Database structure Planning and design Systems in legal environments Ethical considerations INTRODUCTION TO COMPUTER ASSISTED LEGAL RESEARCH (3 hours) Westlaw/Lexis online legal research Other online research sources Ethical considerations INTERNET AND ELECTRONIC MAIL (6 hours) Internet and other online

public databases Legal and non-legal E-mail Ethical considerations CASE MANAGEMENT AND DOCKET CONTROL PROGRAMS (3 hours) Calendaring Legal case management systems Advanced features Ethics and malpractice considerations TIMEKEEPING AND BILLING SOFTWARE (3 hours) Time and Billing methods Functions Fee agreements Ethics of timekeeping and billing LITIGATION SUPPORT (4 hours) Types Process Searching and retrieving data Judicial council forms Ethical considerations THE ELECTRONIC COURTHOUSE (2 hours) Overview Presentations at trial Graphics Ethical considerations

Lab Content

WORD PROCESSING HandsOnExercises-Lab SPREADSHEETS HandsonExercises-Lab DATABASE APPLICATIONS HandsonExercises-Lab INTRODUCTION TO COMPUTER ASSISTED LEGAL RESEARCH HandsonExercises-Lab INTERNET AND ELECTRONIC MAIL HandsonExercises-Lab CASE MANAGEMENT AND DOCKET CONTROL PROGRAMS HandsonExercises-Lab TIMEKEEPING AND BILLING SOFTWARE HandsonExercises-Lab THE ELECTRONIC COURTHOUSE HandsonExercises-Lab CLOUD AND SOCIAL MEDIA HandsonExercises ELECTRONIC DISCOVERY HandsonExercises-Lab LITIGATION SUPPORT SOFTWARE HandsonExercises-Lab

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

Instructional Techniques

Multiple methods of instruction will be used to enhance student understanding of the paralegal profession. Lectures, discussions, forums, interactive activities, and group projects will be utilized to facilitate the learning process. This class requires the use of various methods of audio visuals such as PowerPoint, audio, and video presentations.

Reading Assignments

Students will read from the course textbook as well as any other primary and/or secondary readings assigned by the instructor.

Writing Assignments

Students will be required to complete written homework assignments, write essays on the exams, and prepare a project on a topic as assigned by the instructor.

Out-of-class Assignments

Outside of the classroom students will complete the required readings; work on assigned papers, reports, and projects; study for tests; conduct research; and communicate with the instructor and/or fellow students through telephone, email, discussion boards, or virtual chat.

Demonstration of Critical Thinking

Critical thinking will be demonstrated through written assignments, essays on exams, papers, and projects.

Required Writing, Problem Solving, Skills Demonstration

Creation of pleading, search query, calendar applications, search and sort techniques, or other appropriate exercises.

Eligible Disciplines

Law: J.D. or LL.B NOTE: Courses in aspects of law for application to a particular discipline may be classified, for minimum qualifications purposes in the discipline of the application. Masters degree required.

Textbooks Resources

1. Required Cornick, M. Using Computers in the Law Office, 7th ed. Cengage Learning, 2015 Rationale: -

Other Resources

1. Coastline Library