FLCC Course Syllabus

General Information

Date
11/30/2016

Department
Business

Course Prefix:
PLG

Course Number:
115

Course Title:
Computers in the Law Office

Course Information

Credit Hours
3

Lecture Contact Hours
3

Laboratory Contact Hours
1

Catalog Description
This course introduces the fundamental of how to use computer technology to accomplish tasks performed by legal assistants or paralegals in a law office. Computer applications will include word processing, spreadsheets, presentations, timekeeping and billing, and case management.

Grading Scheme
Letter Grade

FLCC Values

College Learning Outcomes Addressed by the Course
Inquiry
Perseverance

Course Learning Outcomes

Course Learning Outcomes
1: Demonstrate the ability to use various software programs used in the legal profession
2: Prepare documents used in the administration of a law office, using legal software
3: Demonstrate familiarity with electronic and automated courts
Outline of Topics Covered

General Outline of Topics Covered:

I. Computers in the Law Office
   A. Basic Computer Concepts
   B. How Computers Help the Paralegal
   C. Legal Technology Trends
II. Computer Hardware and Software
   A. Computer Systems in General
   B. System Components and Peripherals
   C. Wide Area Networks
   D. Local Area Networks
   E. Extranets
   F. Introduction to Computer Software
   G. Operating Systems
   H. Windows Operating Systems
   I. Utility Software
   J. Application Software
III. Word Processing
   A. Word Processing in General
   B. Special Topics in Word Processing
      1. Typing & Editing Letters
      2. Templates
      3. Mail Merge
      4. Table of Authorities
      5. Track Changes
IV. Spreadsheet Software
   A. Spreadsheets in General
   B. Structure of Spreadsheets
   C. Text, Values and Formulas
   D. Common Types of Graphs
   E. Copying Formulas
   F. Use of Spreadsheets by Paralegals
V. Legal Timekeeping and Billing Software
   A. Timekeeping and Billing in General
   B. Computerized Timekeeping and Billing
   C. Generating Reports
   D. Input of Information
   VII. Case Management and Docket Control Software
   A. Calendaring, Docket Control and Case Management
   B. Types of Computerized Docket Control Systems
   C. Entering Names & Matters
   D. Entering Events
   E. Linking names, events and matters
   F. Generating Reports
   VIII. Presentation Software
   A. Presentation Software in General
B. Elements of Good Computer Presentations
C. Exploration of specific presentation software programs
X. Legal Ethics Connected with Computers and Software
  A. Confidentiality
  B. Competence
  C. Word Processing Issues
     1. Old Client Data in New Document
     2. Improper Forms, Paragraphs Selected
     3. Failure to Follow Court Rules
     4. Unauthorized Practice of Law When Preparing Legal Documents
     5. Prudent Practices
  D. Conflicts of interest
  E. Billing Practices
  F. Communication with Clients
  G. Legal Malpractice