BIT205
COMPUTERS IN THE LAW
3 Credit Hours

Prepared by:
Judy Larson
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Revised by:
Janie L. Blum
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Chris DeGeare, M.Ed., Division Chair, Business and Technical Education
Dena McCaffrey, Ed.D., Dean, Career & Technical Education
BIT205 Computers in the Law

I. CATALOGUE DESCRIPTION

A. Pre-requisites: BIT138 Word Processing Application I and Reading Proficiency

B. 3 Semester Credit Hours

C. This course introduces the fundamentals of how to use computer technology to accomplish tasks performed by an administrative legal professional in the legal environment. (S)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>Examine computer terminology used in legal professions</th>
<th>In-class exam</th>
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<tbody>
<tr>
<td>Produce legal documents using a word processor</td>
<td>Projects, Documents, Assignments</td>
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<tr>
<td>Produce spreadsheets of the clients for the firm</td>
<td>Projects, Documents</td>
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<tr>
<td>Build computer databases of the exhibits used on a medical-malpractice case</td>
<td>Projects, Documents</td>
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<tr>
<td>Use computers for timekeeping and billing purposes</td>
<td>Assignments</td>
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<tr>
<td>Use case management and docket control programs</td>
<td>Project, Presentation</td>
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<tr>
<td>Use litigation support software</td>
<td>In-class exam</td>
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<tr>
<td>Examine the different types of legal-specific software used in representing clients in the electronic and automated courtroom</td>
<td>In-class exam</td>
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III. OUTLINE OF TOPICS

A. Computers in the Law Office
   1. Identify general use of computers in legal organizations
   2. Identify information systems
   3. Identify two ways a computer can help a legal transcriptionist
   4. Discuss docket control and case management software and why they are important
   5. Identify three ways legal research can be conducted using a computer
   6. Explain an automated courtroom
   7. Discuss the penalties for illegally copying software
   8. Understand basic legal organization security issues and why good security measures are imperative in a legal organization
B. Word Processing
1. Create tables
2. Create mail-merge documents
3. Create macros
4. Create and manipulate graphics
5. Create documents using templates
6. Convert word processing document to HTML
7. Create hyperlinks within document
8. Demonstrate use of enhancement features including borders, lines, shading
9. Demonstrate use of automatic features including AutoCorrect
10. Create legal document using advanced word processing features including headers, footers, and graphics

C. Spreadsheet Software
1. Link spreadsheet data
2. Analyze validity of spreadsheet data
3. Create spreadsheet macros
4. Use advanced functions/formulas
5. Enhance spreadsheets using shading and borders
6. Manipulate multiple worksheets in a workbook
7. Embed objects in spreadsheets
8. Manipulate spreadsheet data to answer “what if” questions
9. Create and use named ranges in formulas
10. Distinguish between relative and absolute cell references

D. Database Management Systems
1. Integrate database information with spreadsheet/word processing documents
2. Create table relationships
3. Modify database using advanced queries like combine, calculate, update, duplicate
4. Design and use forms in database
5. Use import feature for database and table

E. Legal Timekeeping and Billing Software
1. Learn what timekeeping and billing entail
2. Identify why accurate billings are important to law firms
3. Explain the computerized timekeeping and billing process
4. Describe the different types of legal fee agreements
5. Explain how management reports generated from a timekeeping and billing system can help a firm
6. Describe how time slips are entered into a timekeeping and billing package
7. Describe the factors to determine whether a fee is reasonable
F. Case Management and Docket Control Software
   1. Learn the components of a docket system
   2. Describe how a computerized case management system can prevent cases from being “forgotten”
   3. Describe the computerized docket cycle
   4. Learn the components of case management
   5. Demonstrate why docket control and case management are important to a legal organization from an ethics perspective

G. Litigation Support Software
   1. Learn the components of litigation support software
   2. Learn why computerized litigation support methods are more successful than manual methods
   3. Explain why legal organizations might use a litigation support service bureau
   4. Identify the three major types of litigation support systems
   5. Demonstrate the litigation support process utilizing the software

H. Specialized Legal Software and the Electronic and Automated Courtroom using Presentation Graphics
   1. Explain the Electronic Courthouse
   2. Describe how an automated courtroom works
   3. Explain why legal-specific software is helpful to legal organizations
   4. Explain how presentation graphics software can be used in the legal environment
   5. Describe a slide sorter
   6. Explain slide transitions
   7. Explain how clip art and sound can be used in presentations
   8. Create presentations using sound and animation
   9. Create presentations using text, graphics, and transition
   10. Create presentations using a template
   11. Edit presentations including moving slides and formatting color

IV. METHOD(S) OF INSTRUCTION

A. Lecture

B. Demonstration using the Smart Classroom Equipment

C. Computer Simulations

V. REQUIRED TEXTBOOK(S)

Goldman, Technology in the Law Office, (current edition), Pearson Education
VI. REQUIRED MATERIALS

A. Three-Ring Binder for Handouts
B. USB Storage Drive for Documents

VII. SUPPLEMENTAL REFERENCES

A. CD with Legal Documents
B. Websites with Legal Documents

VIII. METHOD OF EVALUATION

A. Homework 10%
B. In-class Exams 25%
C. Projects, Documents, Lab Assignments 65%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.
XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.