RARITAN VALLEY COMMUNITY COLLEGE
ACADEMIC COURSE OUTLINE
COMPUTER APPLICATIONS IN THE LAW OFFICE LEGL-130
(REVISED)

I. Basic Course Information

A. Course Number and Title: LEGL 130   COMPUTER APPLICATIONS IN THE LAW OFFICE

B. New or Modified Course: Modified

C. Date of Proposal: Semester: Spring   Year: 2021

D. Effective Term: Fall 2021

E. Sponsoring Department: Business & Public Service

F. Semester Credit Hours: 3.0

G. Weekly Contact Hours: Lecture: 3.0

    Laboratory: 0.0

    Out of class student work per week: 12.0

H. Prerequisites/Corequisites: None

I. Laboratory Fees: None

J. Name and Telephone Number or E-Mail Address of Department Chair and Divisional Dean at time of approval: Tracy Rimple, Chair   Tracy.Rimple@raritanval.edu

    Patrice Marks, Dean   Patrice.Marks@raritanval.edu

II. Catalog Description

This legal specialty course provides the student with an essential background and training in legal software and legal technology specific to the practice of law. Using online instruction through the National Society for Legal Technology, the student will learn to utilize technology for file management, e-discovery, legal document preparation, law office organization, courtroom presentations, time and billing, and other law office applications. Students will complete class assignments, knowledge checks, interactive tutorials and software embedded testing, and upon mastering a minimum of 12 different legal software packages, students will attain their Technology Certificate.

III. Statement of Course Need

A. This class is an elective course for both the Paralegal Studies A.A.S. Degree and the Paralegal Studies Certificate. It is designed to meet the needs of the digital age, by

providing students with a working knowledge of the technology essential to be an effective paralegal within a law firm setting. Successful students will gain recognition of ability in the form of a Technology Certificate, which will provide them with a skillset that is valued and required in the legal field.

B. This course has no lab component.

C. This course will transfer into any school with a Paralegal Studies four year degree, which includes Montclair, Thomas Edison, and St. Elizabeth College in New Jersey. It will also transfer to any four-year institution offering an ABA approved paralegal program of study.

IV. Place of Course in College Curriculum

A. Free Elective.

B. This course serves as an elective for both the Paralegal Studies AAS Degree and the Paralegal Studies Certificate.

C. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, www.njtransfer.org; b) for all other colleges and universities, go to the individual websites.

V. Outline of Course Content

The course is divided into seven specific technology modules, as follows:

Unit I. Introduction

1. Overview of Course
2. Review of the NSLT Website
3. Access to the Learning Portal
4. Discussion: on universal need for tech training in law

Unit II. E-Mailing in Law Office

1. Maintaining client confidentiality
2. Using Microsoft Outlook for mailing and scheduling
3. Prepare signature line and schedule an Outlook meeting

Unit III. Word Processing and Document Drafting

1. Using Basic & Advanced Microsoft Tools for Document preparation
2. Labelling, Indexing, Creating forms
3. Ethical need to provide document security
4. Prepare Correspondence to client and court

Unit IV. Formatting Legal Documents

1. Using Microsoft Tools for Formatting
2. Prepare TOC
3. Discussion: is technical competence ethically required of attorneys under the RPCs

Unit V. Collaborating on Documents

1. Using Workshare 9
2. Collaborate with colleague on assignment document

Unit VI. Spreadsheets & Data Management

1. Overview of Excel
2. Using Basic & Advanced Tools on Excel
3. Overview of Access
4. Database Management Systems

Unit VII. Document Management Software & E-Filing

1. Using iManage10 from inception to closing of file
2. Using OneNote and the Cloud
3. Discussion of E-filing in both Federal & NJ State Court Systems
4. Discussion: the feasibility and ethical implications of a paperless law office

Unit VIII. PDF Software: Use and Capability

1. Using Adobe Acrobat Pro
2. Using Nuance Power PDF Advanced 2
3. Learning Redacting, Bates Numbering, Bookmarking & signing PDFs
4. Discussion: how to OCR a document so it is searchable

Unit IX. Case Management Software

1. Using Clio for time and billing
2. Using CaseMap to store and retrieve evidence
3. Prepare a monthly client invoice using Clio

Unit X. Litigation Support Software

1. Using Net Docs to organize cases
2. Using TimeMap to create case date timelines
3. Discussion: blogging on software

Unit XI. Electronic Discovery

1. Using CloudNine Concordance
2. Understanding EDRM Stages of Discovery
3. Discussion: complexity of obligations under e-discovery

Unit XII. Deposition Software

1. Digesting & Collating Depositions
2. Using LiveNote
3. Discussion: Efficacy of Video Deps

Unit XIII. Presentation Software

1. Using PowerPoint
2. Prepare 6-slide presentation for courtroom use
3. Discussion: ethical issues of using courtroom presentations

Unit XIV. Trial Presentation Software

1. Using TrialDirector for evidence presentation
2. Research Paper on ethics of using technology in the courtroom

VI. General Education and Course Learning Outcomes

A. General Education Learning Outcomes:

At the completion of the course, students will be able to:

1. Develop the ability to communicate and collaborate with others in the preparation and use of computer-assisted technology to effectively run a law office. (GE NJ 1)

2. Use technological tools to research, to gather information and to create usable templates and documents for the practice of law. (GE NJ 4, GE IL)

3. Analyze and evaluate legal-technology ethical issues, especially regarding confidentiality in the use of electronic mailing and file maintenance. (GE-NJ ER*)

   *Embedded Critical Thinking

B. Course Learning Outcomes:

At completion of this course, students will be able to:

1. Apply technology skills to communicate effectively with clients and within the law office using e-mail, intranet, and extranet networks.

2. Demonstrate competence in using a computer to collect, process, and produce legal documents.

3. Identify the distinctions and benefits/limitations among different legal software applications.

4. Apply the knowledge of appropriate legal software to handle law office management, such as file maintenance, compiling monthly client bills, preparing TOC, scheduling meetings, storing, indexing and assembling evidence, and creating trial presentations.

5. Draft legal documents and templates, using computer applications, including appropriate software for word processing, spreadsheets, database management, litigation, case management, time and billing, calendar and docket control, and other document management systems.

6. Identify ethical considerations in use of technology in the practice of law.

7. Complete the requirements for and attain a Technology Certificate from the National Society for Legal Technology.

C. Assessment Instruments

1. Examinations
2. Knowledge Checks
3. Software Tutorial Completion
4. Homework Assignments
5. Discussion Comments & Participation

VII. Grade Determinants

A. Examinations
B. Software Tutorial Completion
C. Homework Assignments
D. Participation in Discussions
E. Attainment of Technology Certificate

Methods for teaching and learning:
A. online presentations by professor
B. online discussions
C. computer-based software instruction
E. Links to articles and current media

2022.04.29

VIII. Texts and Materials

      A. There is no Textbook for this course.
      B. Access to the NSLT Learning Portal
      C. Internet and Web-based legal resources

 (Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.)

IX. Resources

      This online course will require access to the internet.