

LAW 145 COMPUTER APPLICATIONS IN THE LAW OFFICE
Course Syllabus – Spring 2012

1. COURSE INFORMATION

LAW 145 COMPUTER APPLICATIONS IN THE LAW OFFICE (3)

6:25pm-9:05pm, Thursday Nights

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100 and keyboarding skills.

LAW 145 is an introductory course designed to acquaint legal students with various computer concepts, practical computer applications, and the use of technology in the legal environment. Topics include Windows™, word processing, the Internet, electronic mail, social networking, mobile devices, electronic database and spreadsheets, e-discovery, the electronic courtroom, and legal-specific programs such as those for litigation support, timekeeping and billing, legal research, etc. Ethical considerations are discussed along with case studies. Hands-on application activities including in-depth study of advanced word processing features commonly used in law offices.

Comment: LAW 145 may not be audited.

2. COURSE OBJECTIVES/COMPETENCIES

Upon successful completion of LAW 145, the student should be able to:

- Define computer concepts and terminology.
- Explain the functions of the components of a computer system.
- Describe the different classes of software and their functions as used in law office.
- Describe ethical considerations relating to technology in a legal office.
- Input data to produce documentation using various legal office applications.
- Explain the use of email, social networking, mobile devices, and the Internet in the legal environment.
- Describe how courts and government agencies use technology.
- Explain the importance of computer and network security.
- Demonstrate ability to format word processing documents using features common to law offices such as advanced formatting and styles, tables, merge, headers and footers, table of contents, redlining and automatic numbering.

3. COURSE CONTENT

- WK1 Course Overview - Computers in the Law Office; (Ch 1)
- WK2 Ethics, Computer Hardware and Software (Ch 2-3)
- WK3 The Internet, Electronic Mail, Social Networking (Ch 4)
- WK4 Word Processing, PDF Files, Paperless Office (Ch 6 +9)
- WK5 Word Processing – Advanced features P1
- WK6 Electronic Spreadsheets and Databases (Ch 7+8)
- WK7 Legal Timekeeping and Billing and Office Management Software (Ch 10)
- WK8 mid-term
- WK 9 The Electronic Courthouse (Ch 16)
- WK 10 Case Management and Docket Control Software (Ch 11)
- WK11 Electronic Discovery (Ch 12)
- WK 12 Litigation Support Software (Ch 14)
- WK 13 Electronic Research and Public Records searching (Ch 5)
- WK 14 Word Processing - Advanced features P2
- WK 15 E-government; keeping current
- WK 16 Final

4. INSTRUCTOR, CONTACT INFORMATION AND OFFICE HOURS

This course is taught by Legal Administrator, Diane Sherman. My email is dsherman@bendetfidell.com. I work during the day and its best to reach me via email. Please include LAW145 in the subject line of your email message so I can flag it for priority attention. You may also call me at 566-2107, but I generally respond quicker to emails.

I have no set office hours on campus. Please contact me if you wish to schedule a meeting on campus, downtown or online. I look forward to learning with you!

5. METHODOLOGY

This course is taught by lectures, in-class assignments, take-home assignments, quizzes, a midterm, and a final exam. You will be expected to have read the assigned textbook chapter before coming to class. Since a lot of this course involves hands-on computer usage and will also include material that is not in the text, weekly attendance is necessary to pass the course.

6. CLASS MEETING SCHEDULE

This class will meet on Thursdays from 6:25 p.m. to 9:05 p.m. in Mamane 101. The final exam will be the last day of class.

7. REQUIRED COURSE MATERIALS

The textbook used will be: Goldman, T. F. (2008). *Technology in the law office*. Upper Saddle River, N.J.: Pearson Prentice Hall.

Students should also bring a USB compatible flash drive to store class assignments

Additional materials will be posted on our Laulima site for you to view on your computer, and, if you want, to print. See: [http:// laulima.hawaii.edu](http://laulima.hawaii.edu) .

8. CHANGES TO COURSE SCHEDULE OR SYLLABUS

The instructor has in her sole discretion the option of modifying the schedule or the syllabus. Because much of this class is hands-on computer work, the order and content may change depending on the progress of the class as a whole. If you have any questions about the course, including problems with deadlines or class attendance, contact me as soon as the problems arise so that we can resolve the issue together in a timely manner. I look forward to working with you.

9. GRADES

Assignments and quizzes	25%
Classroom participation	25%
Midterm	25%
Final exam	25%
<hr/> Total	<hr/> 100%

10. GRADING SCALE

Midterm and final exams will be open book and graded as follows:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Final course grades are available on the web within a week after grades are due. Grade reports are not mailed to students. Check MyUH at <https://myuhportal.hawaii.edu/cp/home/displaylogin> to view final grades.

11. DEADLINES FOR ASSIGNMENTS

All homework assignments should be uploaded to Lulima on or before the due date. Instructions on doing this will be give during the first class. Do not email the assignments to me. Assignment submitted late will be penalized; except for extraordinary hardship as determined by the instructor.

Sample Only

ATTACHMENT A - ADDENDUM TO SYLLABUS
Paralegal Program courses

STUDENT RIGHTS AND RESPONSIBILITIES

In instructional activities, students are responsible for meeting all of the instructor's attendance and assignment requirements. Failure to do so may affect their final grade. In all college-related activities, including instruction, they must abide by the college's codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.

LAW COURSES

Courses offered through the paralegal program are designed to train paralegals and legal secretaries to work in law offices and other legal environments. The courses are not intended to provide "self-help" instruction for individuals who are interested in working on a personal legal problem. The courses are not designed to provide an opportunity for students to ask legal questions regarding specific legal problems. Our law courses and the instructors provide general legal educational information related to the subject matter covered. The instructors do not engage in rendering legal advice or services on personal matters, and the course information is not provided as a substitute for obtaining professional legal advice. If personal legal advice or other expert assistance is required, the services of a competent professional outside of class should be sought.

ELECTRONIC COMMUNICATION

For the consideration of classmates, beepers must be turned to vibrate during class sessions and cell phones must be turned off. Check your messages between classes or during the break.

EMAIL

UH Policy on email communication

The electronic communications policy adopted in December 2005 establishes the University of Hawai'i Internet service as an official medium for communication among students, faculty, and staff. Every member of the system has a hawaii.edu address, and the associated username and password provide access to essential Web announcements and email. You are hereby informed of the need to regularly log in to UH email and Web services for announcements and personal mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others.

For more information go to MyUH at <http://myuh.hawaii.edu/>

FOOD AND DRINK

Food and drink of any kind are not permitted in the classrooms.

WORK AREA/WORKSTATIONS

In consideration of other classroom users, please clear workstation area of all rubbish and return chairs to their proper position at the end of each class session.

UNINVITED GUESTS/CHILDREN

As a courtesy to your classmates as well as to your instructor, uninvited guests and children are not allowed in the classroom. Please make special arrangements for child care. For child care information, see Single Parents and Displaced Homemakers Program below.

WITHDRAWAL

The last day to withdraw from this class is noted on the academic calendar and deadlines at the KCC website, www.kcc.hawaii.edu. Please check this site for the latest updates. It is your responsibility to withdraw via the Web or obtain the withdrawal form from the Kekaulike Information and Service Center (KISC), formerly Admission, Records, and Financial Aid offices, or from your counselor. It is to your advantage to consult with your counselor for available options. Note: If you are enrolled in only one course at the College, withdrawing from that course also withdraws you from the College.

PLAGIARISM/CHEATING

Any student, including collaborators, who cheats or plagiarizes on any quiz, exam, or assignment will receive a “zero score” and will be asked to withdraw from class. If you turn in someone else’s work or reformat another person’s work as your own, it is cheating. You may not share disks, files, or printouts. Be honest with yourself and with others. If you have concerns, please discuss them with your instructor. For more information, please refer to “Student Conduct Code,” Kapi’olani Community College General Catalog.

DISRUPTIVE BEHAVIOR

Any student whose speech or actions intentionally are disrespectful, offensive, and/or threatening; interferes with the learning activities of other students; impedes the delivery of College services; or has a negative impact in any learning environment may be subject to disciplinary action by the College. For more information, please refer to “Student Conduct Code,” Kapi’olani Community College General Catalog.

LEGAL EDUCATION NEWS & ANNOUNCEMENTS

Please check with your instructor for the latest announcements regarding registration, graduation, scholarships, employment, curriculum changes, etc. Information will also be available at <http://legal.kcc.hawaii.edu/>.

FINAL COURSE GRADE

Final course grades are usually posted on the web within a week after grades are due. Grade reports are not mailed to students. Check MyUH at <http://myuh.hawaii.edu> to view grades.

STUDENT SUPPORT SERVICES

For more information, please refer to “Student Support Services,” Kapi’olani Community College General Catalog.

Academic Advising: Counselors assist students with course selection and planning towards graduation. Melvin Jadulang advises students whose last names begin with A-K. Cynthia Kimura advises students whose last names begin with L-Z. Contact Melvin at melvinj@hawaii.edu or 734-9017 and Cynthia at ckimura@hawaii.edu or 734-9107.

Disability Services provides support services to students with documented disabilities. Extended time in a distraction-free environment is an appropriate accommodation based on a student's disability. If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact the Disability Support Services Office, ‘Ilima 103, phone 734-9552 (V/T), for assistance.

Kekaulike Information and Service Center (KISC) (formerly the Admission, Records, and Financial Aid offices) assists students regarding registration concerns, transfer credits, financial obligations, scholarships/grants/loans, on campus employment, etc., email kapinfo@hawaii.edu or phone 734-9555.

Single Parents and Homemakers Program assists eligible single parents and displaced homemakers to gain marketable skills. Services include academic, career and personal counseling; referral networks; career/life planning seminars; financial aid; child care information; and workshops/club activities. You are invited to contact the program in `Iliahi 201, email spdh@hawaii.edu, and phone 734-9504.

TRIO-Student Support Services helps qualified low-income, first-generation students and/or students with disabilities to succeed in academics, attain their educational goal, or transfer to a four-year educational institution. You are invited to contact TRIO in `Ilima 104, phone 734-9553.

Kahikoluamea counselors encourage and support first-year Native Hawaiian students in their transition to college and toward the successful completion of their academic courses. Services provided include peer counseling, academic counseling, financial aid application assistance, and connections to programs and services designed especially for Native Hawaiian students. For more information contact Jill Kouchi at 734-9700.

This and all other course materials are available in alternative formats upon request.