

LAW 145
COMPUTER APPLICATIONS IN THE LAW OFFICE
Syllabus

INSTRUCTOR: Estelle C. Ogawa, M.Ed., PLS
OFFICE: KCC Campus, Kopiko Building, Room 212
OFFICE HOURS: Posted on office door or by appointment
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SEMESTER UNITS: 3

RECOMMENDED PREPARATION:

Credit or qualification for ENG 100, Composition I or ENG 160, Business and Technical Writing; and keyboarding skills.

COURSE DESCRIPTION:

LAW 145 is an introductory course designed to acquaint legal students with various computer concepts and practical computer applications in the legal environment. Topics include windows, word processing, the Internet, electronic mail, database, spreadsheet, and legal-specific programs such as those for litigation support, timekeeping and billing, legal research, document generation, docket control, etc. Ethical considerations are discussed along with case studies and hands-on application activities.

COURSE COMPETENCIES:

Upon completion of training in this course, students should be able to:

- Define computer concepts and terminology
- Identify basic hardware components of computer systems
- Explain the impact of computers and technology in the legal office
- Identify and describe computer application programs used in a legal office
- Describe ethical considerations relating to technology in a legal office
- Input and process data to produce information or documentation using various legal office applications

REQUIRED TEXTBOOK:

Roper, Brent, Using Computers in the Law Office, 4th ed., West Legal Studies, Clifton Park, New York, 2004, or current edition

REFERENCE MATERIALS:

Various legal technology periodicals and online resources.

SUPPLIES:

Manila file folder, letter size, third cut
Diskettes, two or three 3 1/2" for classroom use or other storage media
Laser Printer Paper, White, 8 1/2" x 11", one ream
Three-ring binder for references, handouts, etc. (optional)

ATTENDANCE:

As a legal education student, you are expected to attend all classes on time. Class attendance is essential for successful completion of this course. Lectures, demonstrations, tips, and helpful hints are brought up in each class session that help you to understand the course material and to prepare for quizzes and exams. Advance notice of an absence is preferable; however, when this is not possible, you are expected to contact me as soon as feasible.

It is your responsibility to make arrangements for handouts or information covered if you are late or miss class. I will be happy to assist you if you have difficulty understanding the work or require clarification; however, I am not obligated to give a private lecture for a missed class.

If you miss a class, it is your responsibility to turn in any assigned homework to the instructor, through another student if possible, no later than the date the assignment is due. **NO ASSIGNMENT WILL BE ACCEPTED LATE.**

LATE ASSIGNMENTS:

Assignments are due on the date assigned. If you will not be in class, it is your responsibility to give your assignment to another student to turn in or you may turn it in to the Legal Education Department office or my mailbox before 4:30 p.m. **NO ASSIGNMENT WILL BE ACCEPTED LATE.**

Each assignment must be your own work and must be completed independently of other students in the course. Plagiarism will not be tolerated and may result in Student Conduct proceedings and possible expulsion from the course and/or the college. If it is obvious that an assignment has been copied or plagiarized, a zero score will be given for that assignment and a memo to that effect will be placed in the student's department file.

All assignments shall be completed in a professional looking manner adhering to required format rules. Assignments must be in printed form, computer generated. No assignment may be turned in via e-mail, CD, or computer disk unless the student has made arrangements to do so with the instructor prior to the due date of the assignment. No assignment may be handwritten unless otherwise directed.

MISSED QUIZZES AND EXAMS:

No make-up quizzes and tests are given.

CLASS PARTICIPATION:

Students are required to read the class materials and participate in class discussions of course subject matter. Reading must be completed prior to the class lecture or lab session for which it is assigned.

EVALUATION:

The final grade is determined by the student's performance in the following areas:

Assignments	25%
Project/Paper & Presentation	15%
Quizzes	10%
Midterm Exam	25%
Final Exam	<u>25%</u>
TOTAL	100%

Quizzes, Midterm, and Final Exam will be graded as follows:

<u>Percent of Accuracy</u>	<u>Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

Assignments will be graded as follows:

<u>Percent of Total Points</u>	<u>Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

Project/Paper and Oral Presentation will be graded as follows:

Paper – Form: 10%

All required components are present
Adherence to same format throughout document

Paper – Content: 40%

Relates to assignment
Logical organization
Ideas clearly expressed
Breadth and depth appropriate for assignment
Mechanics – correct use of grammar, spelling,
punctuation, etc.

Presentation: 50%

Purpose clearly stated
Useful or interesting topic; applicable to class
Presentation and format well organized
Presentation materials, if any were clear and
effectively used
Good or appropriate resources used
Rate of speech, clarity, appropriate volume, etc.
Encouraged active audience participation

NOTE: The Final Exam is required to be taken regardless of your average before the final.

COMPUTER CLASSROOMS:

Computer applications/assignments not completed in class are expected to be completed outside of the classroom. Computer labs are located in the Iliahi building, Lama Library, and Kopiko building on the KCC campus for your use. Please check on current hours. In order to complete the class successfully, students are expected to spend time on assignments outside of the scheduled class time.

As a courtesy to your classmates as well as to your instructor, you will not be permitted to use the computers in lab or print during lecture presentations unless otherwise notified by your instructor. Assignments or projects are to be done during open lab time or outside of class.

In consideration of other computer classroom users, please return all computer equipment to its original state, shut down all applications and workstations, clear area of all rubbish, and return chairs to proper location at the end of each class session.

Report all computer problems to instructor with workstation number and nature of problem so that repairs can be reported and made as soon as possible.

Computers are to be used for classwork only.

MISCELLANEOUS:

ADDENDUM TO SYLLABUS, LEGAL EDUCATION DEPARTMENT
See Attachment A

**NOTE: THIS MATERIAL IS AVAILABLE IN ALTERNATE FORMATS UPON
REQUEST.**

**ATTACHMENT A
ADDENDUM TO SYLLABUS
LEGAL EDUCATION DEPARTMENT**

LEGAL EDUCATION COURSES

Courses offered through the Legal Education Department 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 <https://myuhportal.hawaii.edu/cp/home/displaylogin>.

FOOD AND DRINKS

Food and drinks 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 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 <https://myuhportal.hawaii.edu/cp/home/displaylogin> to view grades.

STUDENT SUPPORT SERVICES

For more information, please refer to "Student Support Services," Kapi`olani Community College General Catalog.

Academic Advisor, Cynthia N. Kimura assists students with course selection, course waivers, transfer credits, etc., email ckimura@hawaii.edu or phone 734.9107.

Disability Services provides support services to students with documented disabilities.

Disability Access

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.

Native Hawaiian Vocational Education Program assists native Hawaiians with academic advising, personal and career counseling, financial aid information and support, and workshops on a variety of topics, email anem@hawaii.edu or phone 734.9554.

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, email spdh@hawaii.edu or phone 734.9504.

TRIO-Student Support Services helps qualified low-income, first-generation in college students to succeed in academics, attain their educational goal, or transfer to a four-year educational institution, phone 734.9553.

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

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COMPUTER APPLICATIONS IN THE LAW OFFICE
Tentative Schedule – Fall 20XX (subject to change)
Thursdays, Section No. XXXXX

- 1 Course Overview, Introduction, Syllabus, Schedule, Computer Room Usage, Orientation to Equipment, Evaluation and Status MyUH, MyTools, My Courses, Email usage and etiquette Chapter 1, Computers in the Law Office
- 2 MyUH (continued) Chapter 2, Computer Hardware and Software Chapter 3, Word Processing in the Legal Office Microsoft Word or Corel WordPerfect Exercises
- 3 Chapter 3, Word Processing in the Legal Office (continued)
- 4 Chapter 11, The Electronic Courthouse, Automated Courtroom, Presentation Graphics, and Timelines PowerPoint Exercises
Quiz No. 1
- 5 Chapter 4, Spreadsheet Software in the Legal Office Microsoft Excel Exercises
DUE: Reaction Paper No. 1
- 6 Chapter 5, Database Management Systems in the Legal Office Microsoft Access Exercises
Quiz No. 2
- 7 Chapter 6, Legal Timekeeping and Billing Software PC Law Exercises or other timekeeping software Review for Midterm
- 8 Chapter 7, Case Management and Docket Control Software Amicus Attorney Exercises or case management software
MIDTERM EXAM
- 9 Chapter 7, Case Management and Docket Control Software (continued)
DUE: Reaction Paper No. 2
- 10 Chapter 8, Litigation Support Software Summation iBLAZE Exercises
Quiz No. 3

- 11 Chapter 8, Litigation Support Software (continued):
CaseMap Exercises
DUE: Project, Written Report
Begin Project Presentations
- 12 Chapter 8, Litigation Support Software (continued):
TimeMap Exercises
Project Presentations continued
- 13 Chapter 9, The Internet and Electronic Mail
Microsoft Internet Explorer and/or Netscape Navigator Exercises
Project Presentations continued
- 14 Chapter 10, Computer-Assisted Legal Research and CD-ROM Legal
Databases
Course Evaluations
Quiz No. 4
- 15 Chapter 12, Specialized Legal Software
Review for Final
- 16 **FINAL EXAM**