



CLASS NUMBER AND NAME: LG360B TECHNOLOGY FOR PARALEGALS

TOTAL CLOCK HOURS/UNITS: 25 Hours/2.5 Units

PREREQUISITES: LG231F - Estate Planning and Probate, LG360A
Technology for Paralegals

TEXT AND MATERIALS: Technology in the Law Office, Thomas F. Goldman, 2010
Pearson Prentice Hall

CLASS DESCRIPTION: This course is a continuation of LG360A Technology for Paralegals and will follow up and emphasize the concepts taught and practiced in the LG360A. In this section, students will gain hands-on experience in a classroom and lab setting using law office technology. In particular, students will be educated in the use of case management software for complex litigation and will prepare electronic trial presentations and exhibits. Students will also review advances in trial technology and learn about the electronic courthouse.

CLASS OBJECTIVES:

1. To understand and have a basic understanding of document management support systems and trial presentation systems;
2. To have a basic knowledge of CaseMap, TimeMap, SmartDraw, and PowerPoint and to use these software programs in the classroom;
3. To understand and review the advances in trial technology, both in law offices and in the courtroom;
4. To gain practical hands-on experience in trial technology by preparing trial presentations and exhibits in PowerPoint.

**CLASS FORMAT
OVERVIEW:**

Class lecture and discussion, and assignment overview on Monday and Tuesday. Students will be provided lab time for their assignments Wednesday and Thursday. Weekly projects will be reviewed each Friday.

ATTENDANCE:

Students must maintain 90 percent attendance in the class. If a student falls below this attendance requirement, the student shall promptly meet with the instructor to determine if the student qualifies for make-up work in lieu of receiving an absence and being dropped from the class with an F. Make-up work for absences must be accomplished within the week of the absence.

It is expected that each student will be present at the beginning of the class period. Should the student arrive more than five minutes late, it will be up to the instructor to decide if the student has arrived in time to be counted as present. The instructor's decision is final.

TESTING:

There are no tests in Technology for Paralegals. Grades are based completely on assignments and attendance.

GRADING POLICIES:

The work submitted to the instructor will be evaluated according to the specified requirements of the assigned work and accuracy of the production.

Each assignment is worth 100 points. One point will be deducted for each error. The grading scale is as follows:

90-100 points	= A
80-89 points	= B
70-79 points	= C
60-69 points	= D
59 & below	= F

FINAL GRADE:

The final grade is a letter grade based upon completing the assignments and attendance. An average will be taken of all assignments.

ANTICIPATED LEARNING OUTCOMES:

Upon completion of this course the student will:

1. Understand and review document management support systems and have basic utilization knowledge of CaseMap.
2. Understand and review trial presentation software programs and have basic utilization knowledge of SmartDraw;
3. Be able to prepare basic trial presentations and

demonstrative evidence for trial using PowerPoint;

4. Have an understanding of recent trial technology software programs and the electronic courtroom.