COURSE TITLE: Law Office Technology

COURSE NUMBER: LES 320

I. MAJOR INSTRUCTIONAL GOALS:

GOAL A: Demonstrate proficiency with computer hardware and word processing and spreadsheet software utilized in a law office.

Learning Outcomes: The student will:

A-1 Identify how computers are used in a legal organization.
A-2 Word process legal documents including a brief with a table of contents and table of authorities.
A-3 Identify ways to utilize spreadsheet software in a legal environment.

GOAL B: Demonstrate proficiency with database management systems.

Learning Outcomes: The student will:

B-1 List how databases can be used in the legal environment.
B-2 Plan and define a relational database.
B-3 Discuss database management related ethical considerations.

GOAL C: Demonstrate the importance of timekeeping and billing in a law firm.

Learning Outcomes: The student will:

C-1 Explain timekeeping and billing.
C-2 Explain the computerized timekeeping and billing process.
C-3 Describe the different types of legal fee agreements.
C-4 Describe the factors to determine whether a fee is reasonable.

GOAL D: Demonstrate knowledge of case management and docket control.

Learning Outcomes: The student will:

D-1 Explain what a docket system is.
D-2 Utilize a computerized docket cycle.
D-3 Explain what case management is.
D-4 Discuss why docket control and case management are important to a legal organization from an ethical perspective.

GOAL E: Demonstrate knowledge of litigation support software.

Learning Outcomes: The student will:

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IDEA Objectives:  E=4
I=1, 3

E-1 Explain the usefulness of computerized litigation support.
E-2 Identify the three major types of litigation support systems.
E-3 Describe the litigation support process.

GOAL F: Demonstrate knowledge of computer assisted legal research.

Learning Outcomes: The student will:

F-1 Explain why manual research and computerized research compliment one another.
F-2 Define a search query.
F-3 Create a search query for Westlaw and Lexis.
F-4 Identify the advantages and disadvantages of CD-ROM legal databases.

II. ASSIGNMENTS, PROJECTS & EXAMS

All projects and assignments must be turned in by the due date. Any assignment that is not turned in promptly at the beginning of a class is late. Late assignments will automatically be penalized 5 points and will thereafter be penalized 5 points for each day (or fraction thereof).

Quizzes will be given as scheduled. Make-up quizzes will only be permitted for documented emergencies or if the student has notified the instructor of a scheduled conflict at least one (1) week prior to the quiz. NO exceptions to this policy will be made.

Any student found guilty of academic dishonesty will be treated in accordance with the policies and procedures outlined in the Policies and Regulations section of the Wilmington University Student Handbook.
STUDENT WRITING EVALUATION FORM

DATE ____________________  ASSIGNMENT ____________________  STUDENT NAME ____________________
INSTRUCTOR ____________________  COURSE ____________________

<table>
<thead>
<tr>
<th>INTRODUCTION</th>
<th>Unsatisfactory</th>
<th>Marginal</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contains a thesis (p.9)</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>2. Captures the reader’s attention (p.9)</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
</tbody>
</table>

| BODY | | | | | |
| 3. Each paragraph relates to the thesis (pp. 11 & 13) | 2 | 4 | 6 | 8 | 10 |
| 4. Transitions are used effectively (p. 11) | 1 | 2 | 3 | 4 | 5 |
| 5. Contains supportive details: examples, statistics, quotes, etc. (p. 10) | 2 | 4 | 6 | 8 | 10 |
| 6. Information covers the topic (pp. 10 & 11) | 1 | 2 | 3 | 4 | 5 |
| 7. Word usage is correct (no slang) (pp. 45-55) | 1 | 2 | 3 | 4 | 5 |

Writing is:
| 8. Concise (p. 15) | 2 | 4 | 6 | 8 | 10 |
| 9. Clear (clarity) (p. 16) | 2 | 4 | 6 | 8 | 10 |
| 10. Grammatically correct (pp. 17-27) | 2 | 4 | 6 | 8 | 10 |
| 11. Punctuated correctly (pp. 28-39) | 1 | 2 | 3 | 4 | 5 |
| 12. Checked for spelling. (pp. 43&44) | 1 | 2 | 3 | 4 | 5 |

| CONCLUSION | | | | | |
| 13. Conclusions are correctly drawn from the body of the paper (pp. 11&12) | 1 | 2 | 3 | 4 | 5 |

TOTAL POINTS ____________________

NOTE: The page numbers (p._) that follow each criterion refer to pages in Dr. John Szczechowski’s *Instructor’s Guide For Basic Student Writing* where specific information about each criterion can be found.
Revised 6/2/03

IDEA Objectives:  E=4  I=1, 3

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