

Technical College of the Lowcountry
921 Ribaut Road ~ PO Box 1288
Beaufort, SC 29901-1288

Brian McDaniel
Paralegal Instructor
Phone 843-470-6025
bmcDaniel@tcl.edu



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Leg-262
Litigation Applications-Law Office Technology

Course Description

This course provides specialized paralegal training with an update on changes in the laws and procedures.

Prerequisites: Cpt-101 or 170, and Leg-201 or instructor approval 3

Credits

Course Focus

The student will focus on explaining the use of technology in a law office. He/ she will be able to explain the functions and components of computers. The student will also be able to describe and demonstrate various legal software and hardware applications.

Text and References

Cornick – **Using Computers in the Law Office** 8th Edition (Available with MindTap and inside Cengage Unlimited)

Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives.

1. explain law office technology use
2. describe technology support staff role
3. identify helpful legal technologies
4. define legal ethics
5. describe confidentiality and attorney client privilege
6. discuss conflict of interest rules
7. differentiate between application and specialty application software
8. identify different computer operating systems
9. install software
10. understand network and security functions
11. identify internet browsers
12. define metadata
13. discuss list serves
14. describe encryption technology
15. locate legal research online resources
16. construct search query
17. find word processing functions
18. create word processing document
19. save secure documents
20. identify electronic spreadsheet parts
21. create electronic spreadsheet
22. use spreadsheet special features
23. define database function
24. find online and program resources
25. implement planned database
26. explain electronic document filing system
27. identify electronic document formats
28. describe document scanning software and hardware
29. demonstrate calendaring software
30. explain timekeeping software
31. find office management software
32. describe litigation management software
33. explain case management software collaborative benefits
34. define discovery
35. discuss technological changes in document discovery process
36. define spoliation
37. explain FRCP e-discovery issues
38. describe e-discovery procedural questions
39. produce metadata evidence
40. explain processing discovery documents issues
41. use litigation document management software
42. identify document delivery ethical issues
43. update electronic legal research
44. detail case management specialty applications
45. detail time lines and pretrial discovery process

Student Contributions

Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class. The student will complete a series of practical assignments that focus on practical legal computer applications. The student will successfully complete five examinations.

ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

- In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.
- When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

o under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

- Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
- A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOG TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert [System. www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

Emergency Text Message Alert

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancellations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on "emergency TextAlert at TCL" and fill out the form or go to www.tcl.edu/textalert.asp

BROADCAST LEARNING FORMAT: This class is being taught in a broadcast learning format. Images and word of class participants may be transmitted live or on a delayed basis to other locations. Classes may be rebroadcast due to extenuating circumstance.

SAFETY ADDENDUM

Purpose. The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definitions An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using 911 if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling 911 and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

Types of Emergencies ☐ Hurricane ☐ Tornado ☐ Fire ☐ Biochemical or Radiation Spill ☐ Explosion/Bomb ☐ Downed Aircraft (crash which directly impacts campus operations) ☐ Utility Failures ☐ Violent or criminal behavior ☐ Psychological Crisis

Procedures

Active Shooter

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/runhide-fight-video>)

Building Evacuation 1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director. 2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same. 3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel. 4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director. 5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation 1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds. 2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown 1. Clear the halls 2. Report to the nearest classroom/office 3. Assist those needing special assistance 4. Ensure classroom/office doors are closed and locked 5. Turn off lights 6. Stay away from doors and windows (out of the line of sight) 7. BE QUIET and follow instructor's directions 8. Silence cell phones 9. Wait for the "All Clear" before leaving

Course Evaluation

Your performance objective and exams will be the basis for your grade in this course. Your grade will be based upon the following: Completion of the 13 NSLT Modules: Your grade will reflect the percentage of Completion of the 13 assigned NSLT Modules. That NSLT **completion percentage and NSLT module work grade will be factored as 60%** of your grade and the **two Blackboard Tests will be the other 40%** (each Test being 20%)

STATEMENT OF NON-DISCRIMINATION The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

Your grade will then be recorded into the following scale for final grading purposes:

90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
Below 60	=	F

Course Schedule

WEEKS	ASSIGNMENT	Hours
1	<p>Chapter 1 in the Text <i>Overview of Computers & Technology</i></p> <p>Computer Technology, Components, peripherals devices, Computer software and applications in the law office</p> <p>Complete NSLT Modules : Outlook 2016</p>	<p>1.5</p> <p>1.5</p>
2	<p>Chapter 2 Word Processing and Documents Assembly</p> <p>Centralized and Decentralized word processing, Legal Word processing fundamentals, Printing, hidden data, Merging documents, PDF files, Ethical Considerations</p> <p>Complete NSLT Modules: Word 2016</p>	<p>2.0</p> <p>1.0</p>
3	<p>Read Chapter 3 Spreadsheet Software</p> <p>Learning to use a spreadsheet via Excel Hands-On Exercise, The ribbon, Commands, Format, Ranges, Editing Cells, Numbers and Formulas</p> <p>Complete NSLT Modules: Excel 2016</p>	<p>1.5</p> <p>1.5</p>
4	<p>Chapter 4 Legal Timekeeping and Billing Software</p> <p>Manual vs Computerized methods, Pre-billing activities, Mailings, Hourly rate, contingency fee, flat fee, Retainer fee, Value billing, Legal expenses, Timekeeping fundamentals, Integrating billing and timekeeping with accounting and case management, Ethical concerns</p> <p>Complete NSLT Modules: Concordance</p> <p>Blackboard Test 1 for text Chapters 1 thru 5 is Open</p>	<p>2.0</p> <p>1.0</p>

5	<p>Read Chapter 5 – in the Text <i>Databases, Case Management and Docket Control</i></p> <p>Define Database, Calendaring, docket control, case management, appointments, matters, conflict checks, Ethical Concerns</p> <p>Complete NSLT Modules: Adobe XI Pro</p>	<p>1.25</p> <p>1.75</p>
6	<p>Chapter 6 The Cloud and Social Media</p> <p>Understanding the cloud, Encryption, Virtual offices, Social Media, Geolocation; ethical concerns</p> <p>Complete NSLT Modules: Nuance Power PDF</p>	<p>1.5</p> <p>1.5</p>
7	<p>Read Chapter 7 – In the Text <i>Electronic Discovery</i></p> <p>Overview of E-Discovery, Federal Rules regarding discovery, Meet and confer meeting, Duty to exchange information and Electronically stored information</p> <p>Complete NSLT Modules: Time Map 4</p>	<p>1.5</p> <p>1.5</p>
8	<p>Chapter 7 Continued Electronic Discovery</p> <p>Claims of privilege, Safe Harbor considerations, Production of ESI, Document formats, Predictive Coding, Computer forensics, Chain of Custody, Ethical Concerns</p>	<p>1.5</p>
9	<p>Read Chapter 8 –Litigation Support Software</p> <p>Tracking Information and Documents used in Litigation, Explaining the need for Litigation Support, Overview of Computerized litigation support, manual litigation support, types of litigation support, external vs. Internal litigation support</p> <p>Complete NSLT Module : OneNote 2016</p>	<p>1.5</p> <p>1.5</p>

10	<p>Chapter 8 Continued</p> <p>Litigation Support Process, Considering what cases justify litigation support, search and retrieve information, print and store results, Proximity search, wildcard search, Boolean Logic search, Tips and Questions answered, Ethical Considerations</p> <p>Complete NSLT Module Case Map 13</p>	<p>1.5</p> <p>1.5</p>
11	<p>Read Chapter 9 – The Internet, Computer Assisted Legal Research and Electronic Mail</p> <p>Connecting to the Web and WWW software issues, Electronic Mail, FTP, Listserv, Instant Messages, Blogs, RSS, Podcasts; marketing Issues, Online Depositions, Online Learning, Deep Web, Dark Web, Public Records</p> <p>Begin NSLT Module : Powerpoint 2016</p>	<p>1.5</p> <p>1.5</p>
12	<p>Chapter 9 Continued</p> <p>Electronic Mail, Email software, Email Retention and Destructions, Encryption, Etiquette and tips, Computer Assisted Legal Research, CALR Legal Databases, Fee based research, Westlaw, Lexis, Ethical Concerns</p> <p>NSLT Module Complete : Powerpoint 2016</p>	<p>1.5</p> <p>1.5</p>
13	<p>Chapter 10 – The Electronic Courthouse, Graphics</p> <p>Creating legal presentations with Powerpoint, screen views, Photographs, Clip Art and Word Art. Graphs, Charts and other Multimedia, transition and animation presentation;</p> <p>Complete NSLT Module Clio</p>	<p>1.5</p> <p>1.5</p>
14	<p>Chapter 10 Continued</p> <p>Creating Presentations with TrialDirector, Image Annotations, Workbooks, depositions, coding, Presentation, Tips, Ethical Concerns</p> <p>Complete NSLT Module: Trial Director</p> <p>Complete the Blackboard Test 2 for Text Chapters 5-10</p>	<p>1.5</p> <p>1.5</p>

