LAW R102: INTRODUCTION TO LEGAL TECHNOLOGY

Originator
ehess

College
Oxnard College

Attach Support Documentation (as needed)
PLS Advisory Committee Minutes - 10-6-21.pdf

Discipline (CB01A)
LAW - Paralegal Studies

Course Number (CB01B)
R102

Course Title (CB02)
Introduction to Legal Technology

Banner/Short Title
Intro to Legal Technology

Credit Type
Credit

Start Term
Fall 2022

Formerly
PLS R041 - Introduction to Legal Technology

Catalog Course Description
This course introduces the student to the variety of software packages specifically designed for the law office, including law related word processing, time billing, case management, electronic discovery, court presentation and timeline creation. The student will become sufficiently proficient in these software packages to be productive in the law office on each.

Taxonomy of Programs (TOP) Code (CB03)
1402.00 - *Paralegal

Course Credit Status (CB04)
D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)
B (Transferable to CSU only)

Course Basic Skills Status (CB08)
N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)
C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)
N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)
Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)
N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)
Y - Not Applicable

Course Noncredit Category (CB22)
Y - Credit Course

Funding Agency Category (CB23)
Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)
1 - Program Applicable

General Education Status (CB25)
Y - Not Applicable

Support Course Status (CB26)
N - Course is not a support course

Field trips
Will not be required

Grading method
(L) Letter Graded

Does this course require an instructional materials fee?
No

Repeatable for Credit
No

Is this course part of a family?
No

Units and Hours

Carnegie Unit Override
No

In-Class

Lecture
Minimum Contact/In-Class Lecture Hours
52.5
Maximum Contact/In-Class Lecture Hours
52.5

Activity

Laboratory

Total in-Class

Total in-Class
Total Minimum Contact/In-Class Hours
52.5
Total Maximum Contact/In-Class Hours
52.5

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Unpaid

Total Outside-of-Class

Total Outside-of-Class
Minimum Outside-of-Class Hours
105
Maximum Outside-of-Class Hours
105

Total Student Learning

Total Student Learning
Total Minimum Student Learning Hours
157.5
Total Maximum Student Learning Hours
157.5

Minimum Units (CB07)
3
Maximum Units (CB06)
3

Advisories on Recommended Preparation
ENGL R101 or ENGL R101H

Entrance Skills

Entrance Skills

Compare the work with another, drawing conclusions based on appropriate criteria.

Prerequisite Course Objectives

ENGL R101-Demonstrate college-level control of mechanical elements of writing such as grammar, syntax, spelling, vocabulary, and idiomatic usage
ENGL R101-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays
ENGL R101-Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence
ENGL R101H- Demonstrate college-level control of mechanical elements of writing such as grammar, syntax, spelling, vocabulary, and idiomatic usage
ENGL R101H-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays
ENGL R101H-Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence

Entrance Skills

Analyze and comprehend written material at the college level

Prerequisite Course Objectives

ENGL R101-Research a topic, analyze and synthesize information, and report findings in a properly documented essay
ENGL R101-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays
ENGL R101-Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence
ENGL R101H- Research a topic, analyze and synthesize information, and report findings in a properly documented essay

ENGL R101H-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays
ENGL R101H-Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence

Entrance Skills

Assess reading material by solving problems and distinguishing between fact and opinion.

Prerequisite Course Objectives

ENGL R101-Write multiple-page expository and persuasive essays
ENGL R101-Research a topic, analyze and synthesize information, and report findings in a properly documented essay
ENGL R101-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays
ENGL R101H-Write multiple-page expository and persuasive essays
ENGL R101H- Research a topic, analyze and synthesize information, and report findings in a properly documented essay
ENGL R101H-Demonstrate critical thinking skills and rhetorical awareness in analyzing others' non-fiction writing and in developing essays

Requisite Justification

Requisite Type

Advisory

Requisite

ENGL R101 or ENGL R101H

Requisite Description

Other (specify)

Specify Other Requisite Description

Exercise basic competencies required in this vocational program.

Level of Scrutiny/Justification

Required communication/computation skill

Student Learning Outcomes (CSLOs)

	Upon satisfactory completion of the course, students will be able to:
1	Demonstrate proficiency in utilizing word processing software specific to functions needed in the law office.
2	Draft pleadings/memoranda including court forms using legal specific software.
3	Apply knowledge of the law and related legal specific software in order to provide direct assistance to attorneys including case management, time and billing and document management.
4	Understand and apply theories and principles of the law to interpret and formulate legal documents using legal software, word processing and spreadsheet software.

Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1	Apply the formula to determine child and/or spousal support.
2	Program a simple billing system and timekeeping records using sofware commonly used in law offices.
3	Demonstrate word processing skills for specific functions needed in a law office.
4	Utilize case management software commonly used in law offices.
5	Utilize discovery software commonly used in law offices.
6	Demonstrate the use of timeline creation software common in law offices.
7	Utilize court presentation software commonly used in law offices.
8	Examine and identify the many ways computers are used in the law office.
9	Assess the capabilities of various legal software programs.

10	Upgrade skills on business application software.
11	Design and create databases and spreadsheets for law office applications.
12	Develop a coding system for document control.
13	Research using the different public and private electronic databases including Lexis and Westlaw.

Course Content

Lecture/Course Content
1. Word processing specific to needs of the law office
   a. Track Changes feature
   b. Document comparison feature
   c. Form Creation feature
   d. Letter writing feature
2. Case management software utilization
   a. Organizing witness evidence
   b. Organizing physical evidence
   c. Organizing documentary evidence
3. Electronic Discovery software utilization
   a. Methods of analysing subpoenaed and produced documents
   b. Methods of reviewing and redacting client documents to be produced
   c. Methods of keeping records of documents received and produced
4. California Child Support Guidelines
   a. California formula for calculating child support
5. California Spousal Support Guidelines
   a. California formula for calculating spousal support
6. Law Office Billing and Timekeeping
   a. Using spreadsheet applications
7. Timeline creation software utilization
8. Court Presentation software utilization

Laboratory or Activity Content
1. Word processing specific to needs of the law office
   a. Track Changes feature
   b. Document comparison feature
   c. Form Creation feature
   d. Letter writing feature
2. Case management software utilization
   a. Organizing witness evidence
   b. Organizing physical evidence
   c. Organizing documentary evidence
3. Electronic Discovery software utilization
   a. Methods of analysing subpoenaed and produced documents
   b. Methods of reviewing and redacting client documents to be produced
   c. Methods of keeping records of documents received and produced
4. Law Office Billing and Timekeeping
   a. Using spreadsheet applications
5. Timeline creation software utilization
6. Court Presentation software utilization

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):
Problem solving exercises

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):
Computational homework
Essay exams

Individual projects
Laboratory activities
Objective exams
Problem-solving exams
Quizzes
Reports/papers
Research papers
Written creation (poem, screenplay, song)
Projects

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Case studies
Class activities
Class discussions
Computer-aided presentations
Demonstrations
Distance Education
Group discussions
Guest speakers
Instructor-guided interpretation and analysis
Instructor-guided use of technology
Internet research
Laboratory activities
Lecture
Practica

Describe specific examples of the methods the instructor will use:

Typical graded assignments (methods of evaluation):

1. Students are evaluated with periodic lesson assignments that measure the student's knowledge gained from presentations, discussions, hands-on learning, and reading assignments.
2. Using the Child Support Program, students will determine the amount of child support. These projects are graded upon the students' understanding of the program in order to input correct information and determine the correct result.
3. Assignments and/or projects such as 1 and 2 above contain specific requirements that measure the proficiency of a student in the utilization of the various software packages to be learned in the course.

Representative Course Assignments

Writing Assignments

1. Students will be required to complete responses to discussion questions and participate in discussions with other students and their professor on the topics covered each week in class.

Critical Thinking Assignments

Students will be involved in a discussion forum each week in which they will be debating the pros and cons of the learning concepts from each week and share their thoughts and viewpoints with the class.

Students will demonstrate mastery of each software package by completing the lessons and turning in a lesson product from each package mastered.

Reading Assignments

1. Students will be required to read chapters in the textbook prior to the hands-on learning each week.

Problem-Solving and Other Assignments (if applicable)

1. Students will be required to download software packages into their own computer or use Library computers with software packages already installed to complete lessons in each software package to be learned in the course.

Outside Assignments

Representative Outside Assignments

Typical outside of classroom assignments:

1. Reading
   a. Students will be required to read chapters in the textbook prior to the hands-on learning each week.
2. Writing
   a. Students will be required to complete responses to discussion questions and participate in discussions with other students and their professor on the topics covered each week in class.
3. Other
   a. Students will be required to download software packages into their own computer or use Library computers with software packages already installed to complete lessons in each software package to be learned in the course.

Articulation

Equivalent Courses at other CCCs

College	Course ID	Course Title	Units
El Camino College	Law 19	Introduction to Legal Technology	3

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

Area F: Ethnic Studies

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals
Resource Type
Software

Description
Microsoft PowerPoint. Microsoft.

Resource Type
Software

Description
Microsoft Word. Microsoft.

Resource Type
Software

Description
Case Map. Lexis-Nexis.

Resource Type
Software

Description
Time Map. Lexis-Nexis.

Resource Type
Textbook

Description
Cornick, Matthew S.(2019). *Using Computers in the Law Office*, (8th Edition) Cengage.

Resource Type
Websites

Description
Student membership in the National Society of Legal Technology through the purchase of an access code from the bookstore or directly from the website at: www.legaltechsociety.org (http://www.legaltechsociety.org/)

Distance Education Addendum

Definitions

Distance Education Modalities
Hybrid (1%–50% online)
Hybrid (51%–99% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.
Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.
Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions.
Asynchronous Dialog (e.g., discussion board)	Students will be involved in a online discussion forum where they will exchange ideas and viewpoints regarding the learning concepts involved for a given week and share their thoughts and viewpoints with the class.

E-mail	The professor will be involved in email communication with students needing additional help via this communication media.
Synchronous Dialog (e.g., online chat)	The students will be involved in synchronous dialogue during webinar presentations by the professor in which they use the chat feature of the webinar to discuss issues brought up in the professor's lecture and ask questions of the professor and other students.
Other DE (e.g., recorded lectures)	Prerecorded lectures on the learning for a given week will be made and placed in the modules to be replayed by the students for additional assistance in learning the concepts involved for a given week.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions.
E-mail	The professor will be involved in email communication with students needing additional help via this communication media.
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Synchronous Dialog (e.g., online chat)	The students will be involved in synchronous dialogue during webinar presentations by the professor in which they use the chat feature of the webinar to discuss issues brought up in the professor's lecture and ask questions of the professor and other students.
Face to Face (by student request; cannot be required)	This media of communication will be used between the professor and students needing additional help by meeting at a specific location during normal office hours.
Telephone	The telephone media of communication will be used between the professor and students needing additional help on either a scheduled or unscheduled basis.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Video Conferencing	Video conferencing will involve professor lecture, professor demonstrations, class discussions/student questions, and case study analysis by students (either as a class or in groups) with follow-up discussions.
Asynchronous Dialog (e.g., discussion board)	Students will be involved in a online discussion forum where they will exchange ideas and viewpoints regarding the learning concepts involved for a given week and share their thoughts and viewpoints with the class.
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Examinations

Hybrid (1%–50% online) Modality
On campus
Online

Hybrid (51%–99% online) Modality
On campus
Online

Primary Minimum Qualification
LEGAL ASSISTING

Review and Approval Dates

Department Chair
10/18/2021

Dean
10/19/2021

Technical Review
MM/DD/YYYY

Curriculum Committee
10/27/2021

DTRW-I
MM/DD/YYYY

Curriculum Committee
11/10/2021

Board
MM/DD/YYYY

CCCCO
11/29/2021

Control Number
CCC000542120

DOE/accreditation approval date
MM/DD/YYYY