

## Kankakee Community College Syllabus

**Course prefix and number: PLAS 2113**

**Course title: LEGAL TECHNOLOGY, Fall 2019**

**Credit hours/Length:      Lecture hours: 3      Clinical/Lab hours: None**

**Catalog description:** This course gives the paralegal student a thorough overview of technology used in the law office. Students will complete on-line research assignments and use demonstration models of a variety of legal software applications.

The following are prerequisites:

1. Admission to the Paralegal/Legal Assistant Studies Program;
2. PLAS 1123 (Legal Research & Writing I);
3. PLAS 1133 (Legal Research & Writing II) may be taken concurrently with this course.

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### Faculty

Dr. Kristine M. Condon  
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[www.facebook.com/kccparalegal](http://www.facebook.com/kccparalegal)  
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### Office Location/Office Hours

Office hours by appointment. Please visit [www.kcc.edu/facultysites/kcondon](http://www.kcc.edu/facultysites/kcondon) to see my hours. These are posted one full month in advance.

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### Textbook(s) and Other Materials

- A. Cornick, Matthew S. Using Computers in the Law Office, Eighth Edition. Delmar Cengage Learning, 2019. Be sure your handbook has the free online access code to the premium web site for the course. This premium web site has links to software you may download on a home PC or laptop. It also has the documents you will need to complete certain tutorials during the semester.
- B. Supplemental handouts and other materials will be distributed during class. It is recommended that students purchase a minimum 2" binder and divider tabs for handouts.
- C. (Optional; good references post-class, but not required.)
  - Wojcik, Mark E. Illinois Legal Research, Second Edition. Carolina Academic Press, 2009.

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## **Instructional Methods**

Methods will include demonstrations and both small group and individual work with software.

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## **Relationship to academic programs and transferability**

Legal Technology was designed to meet specific student needs, either individually or within a program. Transferability of this course will be determined by each transfer institution. Please see an academic advisor for an explanation concerning transfer options. Refer to the IAI web page at [www.itransfer.org](http://www.itransfer.org) for more information.

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## **Course Goals and Learning Outcomes**

At the conclusion of this course, you, the legal professional, will be able to:

1. Describe and illustrate how computer hardware and software are used in a variety of legal environments;
2. Demonstrate basic Windows tasks that are necessary for a paralegal to use in a legal environment, such as file management;
3. Demonstrate how to use the most popular types of Windows-based software in a legal environment, including word processing, spreadsheets, databases, and presentation graphics software, with the goal of successfully completing one or more Microsoft Office Specialist examinations;
4. Demonstrate how to use computer-assisted legal research, such as WestlawNext or LexisAdvance, to find appropriate case and statutory law, and to earn available technical certifications in those products;
5. Demonstrate the use of the Internet, electronic mail, and social media in the legal environment and discuss the ethical implications of e-technology to both the discovery processes and to your job search;
6. Demonstrate the use of litigation support software, legal timekeeping software, and calendar/docket software and illustrate how they would properly be used in a legal environment;
7. Demonstrate skill and competency in using tools that provide pro se litigants with access to the justice system, such as Illinois Legal Aid Online.

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## **Evaluation of Student Performance**

See the Course Calendar and Homework Table for this session. Homework will generally be due at the start of a class period as noted in this syllabus. All homework is to be stapled, with your name on the top page, along with a description of the homework assigned.

In this course, there will be multiple printouts required to check your progress as you navigate through an assignment. In order to properly track and earn points for each printout, you will need to label each printout individually. You may wish to make a sheet of labels that you can fill in on each assignment, but regardless of the method you choose, every printout must be labeled as follows on the next page:

**John Smith  
PLAS 2113  
Chapter 3  
Lesson 1, Step 6  
Page 79**

**Homework that is not clearly labeled and stapled will be returned to the student ungraded.**

Students are expected to submit homework on the evening it is due. The final homework grade will be reduced by 10% (1 letter grade) per class period until the homework is submitted. The exception to this rule is if you are absent on the date a homework assignment is due; in that case, the due date is automatically extended to the date you return for your next class without any reduction in points. All homework will be submitted in typewritten format (typewriter or PC acceptable) unless otherwise directed by the instructor.

The instructor reserves the right to alter or modify the content of an assignment or its position in the course calendar.

90-100% of total points possible = A  
80-89% of total points possible = B  
70-79% of total points possible = C  
60-69% of total points possible = D  
Under 60% of total points possible = F

The points will be apportioned as follows:

65% of final course grade: Weekly homework, research, and application assignments  
25% of final course grade: Final exam  
10% of final course grade: Class attendance, punctuality, and substantive participation

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**Statement Regarding Optional Microsoft Office Specialist Certification**

Several of the chapters in this text deal with Microsoft Office products (specifically, Word, Excel, Access, and PowerPoint). Because students may have had extensive experience with one or more of these applications, they may wish to pursue an optional certification in these products through Microsoft's Office Specialist Certification program ([www.certipoint.com](http://www.certipoint.com)). In this course, students who opt to pursue—and who pass—Microsoft Office Specialist certification in one or more of these products (excluding PowerPoint, which is not a degree completion requirement) will automatically receive homework grades of 100% for the corresponding unit and for that portion of the final exam relating to that application. **Students choosing this option will need to complete the Microsoft Office Specialist examination(s) by the Friday preceding the day of the final exam.** In certain cases, Microsoft Office Specialist examinations may be used for proficiency credit by examination to be applied to a KCC transcript under College guidelines. See Dr. Condon for more information.

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## Digital Badge Pilot Program

With the start of the Fall 2016 semester, students will be involved in a pilot project involving the awarding of digital badges. Using a web-based application, students will have the opportunity to demonstrate proficiency with specific tasks in Word, Excel, Access, and/or PowerPoint that may lead to earning a digital badge. These digital badges may provide a first step in assessing whether you would be interested in pursuing Microsoft Office Specialist (MOS) certification. Any digital badges you earn during the course of the semester will not only provide you with extra credit points, but they can also be displayed on your social media profiles and printed for use in your internship portfolios. Dr. Condon will provide additional information on digital badging at appropriate times throughout the semester.

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## Course Policies: Please review these carefully.

You will be allowed a total of three absences for this semester. I reserve the right to inform you that your successful completion of the class is being jeopardized when you have missed your third class. I also reserve the right to request that you withdraw from the class with a grade of "W" when you have missed your fourth class. Each absence in excess of three will result in a one letter grade reduction of your final course grade. Class will begin promptly; students are expected to be on time for class and are strongly encouraged to get notes from fellow students if they miss a class.

As is the case in all KCC computing labs and classrooms, no food, drink, or smoking is permitted. Children are also not permitted in the labs.

The Program's in-class examination policy is pursuant to Section 4.1 of the Code of Campus Affairs and Regulations, which states that "permission to make up work missed because of absence may be granted at the instructor's discretion." For in-class examinations, there are no makeups allowed for any reason except for illness, which must be documented with an original note explaining the absence which is signed by the treating physician. For final projects, the project is due on the assigned due date. Final projects received after the due date will not be graded. Students may not use notes, books, or reference materials on examinations unless specifically authorized to do so by the instructor. Students are to turn off all cell phones and pagers during an examination. Sending and receiving e-mails, instant or text messages, or other forms of electronic communication during the exam are strictly prohibited. Students are expected to be on time for exams and will not be given additional time to complete an exam due to a late arrival.

It is assumed that all course assignments and examinations represent the student's own efforts. Any impropriety, or appearance of impropriety, will result in a minimum of a "zero" for that assignment/examination and possible removal from the course. In addition, any student found copying software for personal use or altering settings on the computers (beyond the scope of any classroom assignment) will be removed from the course.

In addition, all assignments shall be submitted with a cover sheet containing this statement regarding academic honesty:

**Because academic dishonesty fundamentally undermines the mission of KCC's PLAS Program and diminishes my individual efforts and those of my classmates, I**

**certify that this work product is the result of my own independent and original effort; that I have completed this work product without the assistance of others unless otherwise directed by the instructor; and that I understand the syllabus's sanctions for work product meeting the definition of "impropriety or the appearance of impropriety."**

The cover sheet shall also contain the student's original signature.

Each student's KCC-based lexisadvance.com account is for academic use only. Any unauthorized use of such account to accumulate billable hours, to generate client fees, to provide work product for an internship site provider or individual authorized by statute or court rule to provide legal advice, or for any other income-producing use is strictly prohibited under the terms of the LexisAdvance Acceptable Use Policy; further, such use serves as grounds for immediate withdrawal from the course and possible sanctions under college policy.

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## **College Policies**

### **Withdrawals**

When it is necessary to withdraw from a course or from the college, a student may do so on or before the withdrawal date stated on the syllabus without receiving a punitive final grade. Change of Schedule forms (used to add or drop a course) are available in Student Services and the student should obtain the required signatures prior to submitting the Change of Schedule form to an adviser in Student Services. Students may submit Change of Schedule forms through the mail, but they must be postmarked no later than the withdrawal date. No withdrawals are allowed by phone. The last date to withdraw with a grade of "W" is ten school days after the midpoint of the course pursuant to the Kankakee Community College catalog.

### **Code of Conduct**

By participating in this course, the student agrees to adhere to the KCC Code of Conduct, found in each academic year's catalog, and understands that his or her classroom behavior shall be in compliance with the Code.

### **Inclement Weather**

As a general rule, KCC will remain open during inclement weather. If the College will be closed due to inclement weather, cancellation announcements will be broadcast over Kankakee radio stations WKAN-AM, WBSW-FM, and WLRT-FM; Watseka stations WGFA-AM/FM; and Pontiac stations WJEZ-AM/FM. In addition, KCC reports campus closings at <http://www.emergencyclosings.com>.

### **Use of KCC Student E-mail Accounts (NEW College Policy beginning Summer 2015)**

To ensure a student's privacy under all applicable education laws and to facilitate timely interactions, two College-authorized methods of electronic communication exist: KCC-issued student email accounts (using the domain name of .student.kcc.edu) and the Canvas Learning Management System. Students are expected to regularly check their KCC email accounts and Canvas for important incoming communication from the college or from individual instructors.

Students understand that emails they send from personal email accounts (other than those listed above) may not be delivered to the KCC recipient, and students should have no expectation that such messages will be answered.

### **Non-Attendance/Non-Participation**

KCC complies with state law and federal financial aid policy. If you receive an attendance grade of F or are institutionally withdrawn from a course, it will affect your eligibility for financial aid. (1) You must attend at least one class, or participate at least once for an online course (logging in without participation is not attending), by the 10th day of 16 week courses or within the first 10% of shorter term classes. Non-attendance will result in an attendance grade of F. (2) If you have excessive absences and no reasonable chance of passing the course at midterm (or after), your instructor may give you a WX grade and have you institutionally withdrawn from the course.

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## **College Resources**

### **Academic Skills Center**

#### **Tutoring Services**

Tutoring assistance is free to all currently enrolled KCC students. Our tutor program is certified by the College Reading and Learning Association (CRLA). For schedules, resources, and other helpful information, go to [www.kcc.edu/tutoring](http://www.kcc.edu/tutoring).

#### **Office of Disability Services**

KCC works closely with students and instructors to accommodate individual student learning needs. For the services they offer, their contact information and other helpful information, go to [www.kcc.edu/disabilityservices](http://www.kcc.edu/disabilityservices).

#### **Miner Memorial Library**

The Miner Memorial Library provides a variety of services free to students. For the services they offer, their hours of operation and other helpful information, go to [www.kcc.edu/library](http://www.kcc.edu/library).

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## **Syllabus Disclaimer**

The course syllabus and calendar are subject to change.

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## **Copyright**

The materials on this course are only for the use of students enrolled in this course for purposes associated with this course. Further information regarding KCC's copyright policy is available at <http://www.kcc-online.org/copyright/policy.html>.

Course Calendar Detailing Subject Coverage

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated  When you are answering chapter review questions this semester, write out the question along with the answer.
<p><b>Week 1: Thursday, 8/22/2019</b></p>	<ul style="list-style-type: none"> <li>• Introductions and review of course syllabus and expectations</li> <li>• Set up student accounts, e-mail access, and LexisAdvance access</li> <li>• Chapter 1, "Overview of Computers in the Law Office"</li> <li>• Chapter 2, "Word Processing and Document Assembly"</li> </ul>	<p><b>Overview of Computers and Technology in the Law Office</b></p> <ul style="list-style-type: none"> <li>A. Introduction to Technology and the Law</li> <li>B. Computers and Technology</li> <li>C. Elementary Computer Concepts</li> <li>D. Computer Components</li> <li>E. Peripheral Devices</li> <li>F. Introduction to Computer Software</li> <li>G. How Computers Can Help the Paralegal</li> <li>H. Legal Technology Trends</li> <li>I. Legal Ethics and Computer Technology</li> </ul> <p><b>Word Processing and Document Assembly</b></p> <ul style="list-style-type: none"> <li>A. Centralized and Decentralized Word Processing</li> <li>B. Legal Word Processing Programs—Microsoft Word vs. Corel WordPerfect</li> <li>C. Legal Word-Processing Fundamentals</li> <li>D. Merging and Document Assembly in Word Processors</li> <li>E. Microsoft Word Online Training and Word Templates</li> </ul>	

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated  When you are answering chapter review questions this semester, write out the question along with the answer.
		F. PDF Files G. Document Assembly Programs H. Ethical Considerations	
<b>Week 2: Thursday, 8/29/2019</b>	<ul style="list-style-type: none"> <li>Continue with Chapter 2</li> <li>Review of Illinois and 7th Circuit court rules re filing briefs</li> <li>Review .pdf filing guidelines</li> <li>Review Lexis for Microsoft Office tab options available in Word and Outlook</li> </ul>		<ul style="list-style-type: none"> <li>Using your lexisadvance.com account or the Illinois Supreme Court's web site, download and print Illinois Supreme Court Rules 341-350. Also, download and print Federal Rules of Appellate Procedure 28-32, available through lexisadvance.com or online at the United States Court of Appeals for the Seventh Circuit's web site.</li> <li>Review of Illinois and 7th Circuit rules re filing briefs. <b>(OBJECTIVES 3, 5)</b></li> <li>Review Lexis for Microsoft Office materials.</li> <li>Begin work on Chapter 2 Hands-On Exercises.</li> </ul>
<b>Week 3: Thursday, 9/5/2019</b>	<ul style="list-style-type: none"> <li>Continue with Chapter 2</li> </ul>		<ul style="list-style-type: none"> <li>Continue work on Chapter 2 Hands-On Exercises.</li> </ul>
<b>Week 4: Thursday, 9/12/2019</b>	<ul style="list-style-type: none"> <li>Chapter 3, "Spreadsheet Software"</li> </ul>	<b>Spreadsheet Software</b>  A. What is a Spreadsheet? B. "What If" Analysis C. Spreadsheet Structure and Organization D. Spreadsheet Fundamentals E. Spreadsheet Planning F. Spreadsheets in the Legal Environment G. Excel in Office 365 H. Ethical Considerations	<ul style="list-style-type: none"> <li>Chapter 2 Hands-On Exercises, pp. 46-85: Complete the following exercises using Word 2016, submitting the following documents in print: Lesson 1 (Typing a Letter); Lesson 2 (Editing a Letter); Lesson 3 (Typing a Pleading); Lesson 4 (Creating a Table); Lesson 5 (Tools and Techniques); Lesson 6 (Using Styles); Lesson 8 (Comparing Documents); Lesson 9 (Using Track Changes); Lesson 10 (Creating a Mail Merge Document); Lesson 11 (Creating a Table of Authorities); Lesson 12 (Creating a Macro Signature Block); Lesson 13 (Drafting a Will). <b>(OBJECTIVE 3)</b></li> <li>Read and be ready to discuss Chapter 3.</li> </ul>



Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated  When you are answering chapter review questions this semester, write out the question along with the answer.
<b>Week 5: Thursday, 9/19/2019</b>	<ul style="list-style-type: none"> <li>Chapter 5, "Databases, Case Management, and Docket Control Software"</li> </ul>	<b>Database, Case Management, and Docket Control Software</b>  A. What is a Database? B. Database Structure C. Common Database Terms D. Calendaring, Docket Control, and Case Management E. Introduction to Docket Control and Case Management F. Manual Docket Control G. Types of Computerized Docket Control Systems H. Overview of Computerized Legal Case Management and Docket Control I. Implementing Case Management Systems—Why They Fail J. The Docket Cycle K. Ethical and Malpractice Considerations	<ul style="list-style-type: none"> <li>Sample Table of Authorities for Illinois-specific brief due by today. The instructor will provide you with electronic copies of the documents. <b>(OBJECTIVE 3)</b></li> <li>Chapter 3 Hands-On Exercises, pp. 134-164: Complete the following exercises using Excel 2016, submitting the following documents in print: Lesson 1 (Building a Budget Spreadsheet, Part 1); Lesson 2 (Building a Budget Spreadsheet, Part 2); Lesson 3 (Building a Damage Projection Spreadsheet); Lesson 4 (Child Support Payment Spreadsheet); Lesson 5 (Loan Amortization Template); Lesson 6 (Statistical Functions); Lesson 7 (Tools and Techniques 1—Marketing Budget); Lesson 8 (Tools and Techniques 2—Stock Portfolio). <b>(OBJECTIVE 3)</b></li> <li>Read and be ready to discuss Chapter 5.</li> <li>Review Access handouts provided by the instructor.</li> </ul>
<b>Week 6: Thursday, 9/26/2019</b>	<ul style="list-style-type: none"> <li>Continue with Chapter 5</li> </ul>		<ul style="list-style-type: none"> <li>Continue with Chapter 5 homework.</li> </ul>
<b>Week 7: Thursday, 10/3/2019</b>	<ul style="list-style-type: none"> <li>Chapter 8, "Litigation Support Software"</li> </ul>	<b>Litigation Support Software</b>  A. Tracking Information and Documents Used in Litigation B. Why Litigation Support?	<ul style="list-style-type: none"> <li>Chapter 5 Hands-On Exercises (packet to be provided by the instructor): Complete the following exercises using Access 2016, submitting the following in print <u>and</u> electronic format when assigned by the instructor: Lesson 1 (Creating a Table); Lesson 2 (Creating a Form and Entering Data); Lesson 3 (Querying the Database); Lesson 4 (Creating a</li> </ul>

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated  When you are answering chapter review questions this semester, write out the question along with the answer.
		C. Manual Litigation Support Methods D. Overview of Computerized Litigation Support E. Types of Computerized Litigation Support Systems F. The Litigation Support Process G. Searching and Retrieving Litigation Support Data H. Litigation Support Tips I. Questions and Fears About Litigation Support J. Ethical Considerations	Report); Lesson 5 (Creating a Litigation Support Database); Lesson 6 (Working With a Comprehensive Law Office Relational Database). <b>(OBJECTIVE 3)</b> <ul style="list-style-type: none"> <li>• Additional link to sign up for Clio: <a href="http://goclio.com/sign-up">goclio.com/sign-up</a>.</li> <li>• Chapter 5 Hands-On Exercises, pp. 233-253: Complete the following exercises using Clio, submitting in print when assigned by the instructor: Lesson 1 (Introduction to Clio); Lesson 2 (Set Up Law Firm Profile); Lesson 3 (Entering New contacts and Creating Custom Fields; Lesson 4 (Adding Staff and Creating Events); Lesson 5 (Conflict Checks and Documents); Lesson 6 (Document Creating and Sharing and Report Generation). <b>(OBJECTIVE 3)</b></li> </ul>
<b>Week 8: Thursday, 10/10/2019</b>	<ul style="list-style-type: none"> <li>• Continue Chapter 8</li> <li>• Information on Microsoft Office Specialist (MOS) certification, Discover FY, CaseMap, TimeMap, and/or TextMap</li> </ul>		<ul style="list-style-type: none"> <li>• Dr. Condon will not be with you this evening.</li> <li>• Begin Chapter 8 homework.</li> <li>• Chapter 8 Hands-On Exercises, pp. 571-618: Complete the assigned exercises in LexisNexis CaseMap and LexisNexis TimeMap, submitting in print when assigned by the instructor. Specific printouts will be discussed in class.</li> </ul>
<b>Week 9: Thursday, 10/17/2019</b>	<ul style="list-style-type: none"> <li>• Chapter 4, "Legal Timekeeping and Billing Software"</li> </ul>	<b>Legal Timekeeping and Billing Software</b>  A. Introduction to Timekeeping and Billing B. Manual versus Computerized Billing Systems C. The Computerized Timekeeping and Billing Process D. Kinds of Legal Fee Agreements E. Legal Expenses	<ul style="list-style-type: none"> <li>• Read and be ready to discuss Chapter 4.</li> </ul>

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated  When you are answering chapter review questions this semester, write out the question along with the answer.
		F. Timekeeping and Billing for Paralegals G. Functions of a Successful Billing System H. Computerized Timekeeping and Billing: Software I. Integrating Timekeeping and Billing, Accounting, and Case Management J. What to Look for in Timekeeping and Billing Software K. The Ethics of Timekeeping and Billing	
<b>Week 10: Thursday, 10/24/2019</b>	<ul style="list-style-type: none"> <li>Review of Kankakee County's Illinois Legal Aid Online web site</li> <li>Review of digital badging software and pilot badging program</li> </ul>		<ul style="list-style-type: none"> <li>View Kankakee's Illinois Legal Aid Online website and have an ILAO account set up BEFORE you come to class. <b>You will need access to ILAO during the class session.</b></li> <li>Chapter 4 Hands-On Exercises, pp. 198-212: Complete the following exercises using Clio, submitting the following in print when assigned by Dr. C: Lesson 1 (Introduction to Clio); Lesson 2 (Set Up Law Firm Profile); Lesson 3 (Entering Fee/Time Records); Lesson 4 (Entering Cost/Expense Records, Using the Fee Timer Feature, and Generating a Bill); Lesson 5 (Working with a Corporate Client). <b>(OBJECTIVE 6)</b></li> <li>Review of digital badging pilot program. <b>(OBJECTIVES 1-7)</b></li> </ul>
<b>Week 11: Thursday, 10/31/2019</b>	<ul style="list-style-type: none"> <li>Chapter 6, "The Cloud and Social Media"</li> </ul>	<b>The Cloud and Social Media</b>  A. Introduction B. What is the Cloud? C. Encryption in the Law Office	<ul style="list-style-type: none"> <li>Illinois Legal Aid Online document drafting exercise due; using the hypotheticals provided by the instructor, use Kankakee County's Illinois Legal Aid Online web site to draft (for attorney review) sample orders of protection, petitions for</li> </ul>

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated  When you are answering chapter review questions this semester, write out the question along with the answer.
		D. Online Security E. Virtual Law Offices F. Social Media G. Geolocation	dissolution of marriage, and/or petitions for expungement of a criminal record. <b>(OBJECTIVES 1 THROUGH 7)</b> <ul style="list-style-type: none"> <li>Read and be ready to discuss Chapter 6.</li> </ul>
<b>Week 12: Thursday, 11/7/2019</b>	<ul style="list-style-type: none"> <li>Chapter 7, "Electronic Discovery"</li> </ul>	<b>Electronic Discovery</b> A. Electronic Discovery Overview B. The Federal Rules of Civil Procedure and Electronically Stored Information C. Producing and Receiving ESI D. Ethical Considerations	<ul style="list-style-type: none"> <li>Read and be ready to discuss Chapter 7.</li> </ul>
<b>Week 13: Thursday, 11/14/2019</b>	<ul style="list-style-type: none"> <li>Chapter 9, "The Internet, Computer-Assisted Legal Research, and Electronic Mail"</li> <li>Review of LinkedIn for business and professional networking</li> <li>Distribution of LexisAdvance paralegal certification problem set</li> </ul>	<b>The Internet, Computer-Assisted Legal Research, and Electronic Mail</b> A. Introduction to the Internet B. Use of the Internet in Legal Organizations C. Searching for and Finding Information on the World Wide Web D. Performing Legal Research on the Internet E. Legal Organization Intranets and Extranets F. Electronic Mail G. Introduction to Computer-Assisted Legal Research H. Manual Legal Research I. CALR: Online Legal Databases	<ul style="list-style-type: none"> <li>Chapter 7 On the Web Exercise 8, p. 296. For Exercise 8, Shepardize the case of <u>Da Silva Moore v. Publicis Groupe</u>, 287 F.R.D. 182 (S.D.N.Y. 2012). Find a citing reference to an Illinois case (or one close to Illinois) and write a memo to the instructor discussing how the court in the case you found addressed the issue of predictive coding. <b>(OBJECTIVE 5)</b></li> <li>Read and be ready to discuss Chapter 8.</li> </ul>

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated  When you are answering chapter review questions this semester, write out the question along with the answer.
		J. Fee-Based Computer-Assisted Legal Research Services K. Westlaw L. LexisAdvance M. Other CALR Fee-Based Service Providers N. Increased Productivity on CALR Systems O. Ethical Considerations	
<b>Week 14: Thursday, 11/21/2019</b>	<ul style="list-style-type: none"> <li>Chapter 10, "The Electronic Courthouse, Automated Courtroom, and Presentation Graphics"</li> </ul>	<b>The Electronic Courthouse</b> A. The Electronic Courthouse B. The Automated Courtroom C. Overview of Presentation and Trial Presentation Software D. Creating Presentations with Microsoft PowerPoint E. Creating Legal Presentations with TrialDirector F. Courtroom Presentation Tips G. Ethical Considerations	<ul style="list-style-type: none"> <li>Complete LexisAdvance online trainings as indicated by instructor. E-mail or print any certificates of completion as proof of finishing the activity. <b>(OBJECTIVES 2, 3, 4, 5, 7)</b></li> <li>LexisAdvance problem set due. <b>(OBJECTIVES 2, 3, 4, 5, 7)</b></li> <li>Read and be ready to discuss Chapter 10.</li> <li>Complete the demonstrative evidence presentation using Microsoft PowerPoint 2016 in the Hands-on Exercises in class. <b>(OBJECTIVES 3, 5, 6, 7)</b></li> </ul>
<b>Week 15: Thursday, 11/28/2019</b>	<ul style="list-style-type: none"> <li><b>NO CLASS—THANKSGIVING BREAK.</b></li> </ul>		
<b>Week 16: Thursday, 12/5/2019</b>	<ul style="list-style-type: none"> <li>Review for final exam</li> <li>Course wrapup</li> <li>Review of Certiprep by Certiport</li> </ul>		<ul style="list-style-type: none"> <li>Prepare for final exam.</li> </ul>

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated  When you are answering chapter review questions this semester, write out the question along with the answer.
Week 17: Thursday, 12/12/2019	<ul style="list-style-type: none"> <li>IN-CLASS FINAL EXAM</li> </ul>		<ul style="list-style-type: none"> <li>Final examination; cumulative exam requiring hands-on application with several legal software packages covered in class. <b>(OBJECTIVES 1 THROUGH 7)</b></li> </ul>

