



**El Camino College**  
**COURSE OUTLINE OF RECORD – Approved**

**I. GENERAL COURSE INFORMATION**

**Subject and Number:** Law 19  
**Descriptive Title:** Introduction to Legal Technology  
**Course Disciplines:** Law or Legal Assisting  
**Division:** Business

**Catalog Description:**

This course is an introduction to the use of computers in the law office and the utilization of legal specific software for forms and document preparation. Emphasis is placed on how to automate document production and litigation support systems. Introduction to legal and general electronic information databases are covered. Current legal research software, such as Westlaw and Lexis, sources on the Internet, and time and billing software are also included in the course.

**Conditions of Enrollment:**

**Prerequisite:** Law 11 with a minimum grade of C or Concurrent Enrollment

<b>Course Length:</b>	<b>X Full Term</b>	<b>Other (Specify number of weeks):</b>
<b>Hours Lecture:</b>	<b>2.00 hours per week</b>	<b>TBA</b>
<b>Hours Laboratory:</b>	<b>3.00 hours per week</b>	<b>TBA</b>
<b>Course Units:</b>	<b>3.00</b>	

**Grading Method:** Letter  
**Credit Status:** Associate Degree Credit

**Transfer CSU:** X Effective Date: Prior to July 1992  
**Transfer UC:** No

**General Education:**

**El Camino College:**

**CSU GE:**

**IGETC:**

## II. OUTCOMES AND OBJECTIVES

### A. COURSE STUDENT LEARNING OUTCOMES (The course student learning outcomes are listed below, along with a representative assessment method for each. Student learning outcomes are not subject to review, revision or approval by the College Curriculum Committee)

1. SLO #1 Legal Memoranda and Forms

Draft pleadings/memoranda including court forms using legal specific software.

2. SLO #2 Providing Direct Assistance to Attorneys

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

3. SLO #3 Legal Comprehension

Understand and apply theories and principles of the law to interpret and formulate legal documents using legal software, word processing and spreadsheet software.

### B. Course Student Learning Objectives (The major learning objective for students enrolled in this course are listed below)

1. Examine and identify the many ways computers are used in the law office.
2. Assess the capabilities of various legal software programs.
3. Upgrade skills on business application software.
4. Create forms and documents using legal software.
5. Design and create databases and spreadsheets for law office applications.
6. Develop a coding system for document control.
7. Research using the different public and private electronic databases including Lexis and Westlaw.
8. Develop and upgrade research skills using Westlaw and other Internet resources.

## III. OUTLINE OF SUBJECT MATTER (Topics are detailed enough to enable a qualified instructor to determine the major areas that should be covered as well as ensure consistency from instructor to instructor and semester to semester.)

Lecture or Lab	Approximate Hours	Topic Number	Major Topic
Lecture	1	I	Computers in the Law Office A. Traditional Law Office Technology Uses B. Office Techniques Prior to Technology C. Development in Law Office Technology
Lecture	1	II	Computer Hardware and Software A. System Software B. Application Software C. Mobile Software/Device Applications
Lecture	6	III	Word Processing, PDF File Creation and Document Assembly A. Mail Merge B. Track Changes/Redline C. PDF Security

Lecture	5	IV	Spreadsheets A. Absolute/Relative Cell Referencing B. Formula Development C. Cell and Spreadsheet Formatting
Lecture	3	V	Database Management Systems A. Database Users in the Law Office B. Databases for Document Automation C. Databases for Client Management
Lecture	3	VI	Case Management and Docket Control A. Timekeeping Software B. Billing Software C. Client Management Software
Lecture	4	VII	Litigation Support Software A. E-Discovery B. Summation C. CaseMap D. TimeMap
Lecture	4	VIII	Internet and Electronic Mail A. Email Etiquette B. Research C. Business Entity Registration and Maintenance 1. Articles of Incorporation/Organization 2. Statement of Information
Lecture	4	IX	Legal Databases A. Research Plan Creation B. Westlaw C. LexisNexis D. Cloud-based software E. Software as a service
Lecture	2	X	Automated Courtroom Software and Presentation Graphics A. Microsoft PowerPoint B. Trial Presentation Software C. Effective Use of Courtroom Technology
Lecture	3	XI	Ethics and Conflict Checks A. Confidentiality B. Electronic v. Manual Conflict Checks C. Matter Calendaring
Lab	4	XII	Operating Systems A. Windows B. Apple C. Mobile D. Browsers
Lab	11	XIII	Word Processing A. Pleadings B. Tables C. Track Changes D. Mail Merge

			E. Document Automation F. Legal Template Creation
Lab	8	XIV	Spreadsheet Software A. Budgets B. Projections C. Mail Merge D. Client Distribution Calculations E. Common Formulas
Lab	4	XV	Databases A. AbacusLaw B. Legal Solutions C. Cloud-based Databases
Lab	5	XVI	Case Management and Docket Control A. Billing B. Timekeeping C. Client Management D. Calendaring
Lab	3	XVII	Litigation Support Software A. Summation B. CaseMap C. TimeMap D. Practice Management Software Integration
Lab	5	XVIII	Internet and Electronic Mail A. Privacy and Confidentiality Issues B. Formal Email Protocols C. Effective Use of Internet for Information Gathering D. Advanced Mail Client Features and Integration
Lab	6	XIX	Legal Databases A. Westlaw B. LexisNexis C. Free Internet Databases D. Internet Research
Lab	4	XX	Presentation Graphics A. Presentation Creation B. Graph Creation
Lab	4	XXI	Ethical Concerns A. Use of Databases for Conflict Checks B. Ethical Issues with Conflict Checks C. Conflict-Specific Software Functions D. Security and Confidentiality with Software E. Trust Account Reconciliation
Total Lecture Hours		36	
Total Laboratory Hours		54	
Total Hours		90	

#### **IV. PRIMARY METHOD OF EVALUATION AND SAMPLE ASSIGNMENTS**

##### **A. PRIMARY METHOD OF EVALUATION:**

Substantial writing assignments

##### **B. TYPICAL ASSIGNMENT USING PRIMARY METHOD OF EVALUATION:**

Using an assigned factual hypothetical, as given by your instructor, in a substantive area of law, research the substantive area of law using online computer sources. Document your search and then create a 1-2 page Legal Memorandum utilizing word processing techniques.

##### **C. COLLEGE-LEVEL CRITICAL THINKING ASSIGNMENTS:**

1. Given various trial preparation documents by your instructor, such as a deposition and/or police report, organize and summarize the evidence for trial usage and for file management. Create a spreadsheet organizing the information for a trial notebook.
2. Allen is given a handwritten will that was executed in Iowa. The testator has since moved to California and died. He left the property in Iowa and California. Research whether the will is also valid in California and whether an ancillary administration must be opened in Iowa. Research the law using Lexis or Westlaw. Prepare a 2-3 page Interoffice Memorandum for the File documenting your search and its conclusions.

##### **D. OTHER TYPICAL ASSESSMENT AND EVALUATION METHODS:**

Written homework

Homework Problems

Term or other papers

Multiple Choice

True/False

Other (specify):

1. Legal documents, pleadings, and Internet research
2. Research and legal analysis

#### **V. INSTRUCTIONAL METHODS**

Laboratory

Lecture

Multimedia presentations

**Note: In compliance with Board Policies 1600 and 3410, Title 5 California Code of Regulations, the Rehabilitation Act of 1973, and Sections 504 and 508 of the Americans with Disabilities Act, instruction delivery shall provide access, full inclusion, and effective communication for students with disabilities.**

#### **VI. WORK OUTSIDE OF CLASS**

Study

Answer questions

Required reading

Problem solving activities

Written work

Other (specify)

Study Hours: Student hours outside of class includes 1 hour per week lab research/study in preparation for computer laboratory activity.

**Estimated Independent Study Hours per Week: 4**

**VII. TEXTS AND MATERIALS****A. UP-TO-DATE REPRESENTATIVE TEXTBOOKS**

Access to the National Society of Legal Technology Learning Portal at  
<http://legaltechsociety.wildapricot.org>

**B. ALTERNATIVE TEXTBOOKS****C. REQUIRED SUPPLEMENTARY READINGS****D. OTHER REQUIRED MATERIALS****VIII. CONDITIONS OF ENROLLMENT****A. Requisites (Course and Non-Course Prerequisites and Corequisites)**

Requisites	Category and Justification
Course Prerequisite Law-11	Sequential

**B. Requisite Skills**

Requisite Skills
Analyze legal resources and be able to state a set of legal issues. LAW 11 - Analyze legal resources and be able to state a set of legal issues.
Develop skills for electronic legal research using Westlaw, LexisNexis, and sources on the Internet. LAW 11 - Establish skills in online computer research.
Analyze and organize legal documents including agreements, correspondence and legal pleadings. LAW 11 - Organize and initiate legal documents including legal memorandum, agreements and legal pleadings.

**C. Recommended Preparations (Course and Non-Course)**

Recommended Preparation	Category and Justification
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**D. Recommended Skills**

Recommended Skills
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**E. Enrollment Limitations**

Enrollment Limitations and Category	Enrollment Limitations Impact
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Course created by Michael Botello on 11/21/1991.

BOARD APPROVAL DATE: 03/09/1992

LAST BOARD APPROVAL DATE: 06/15/2020

Last Reviewed and/or Revised by: Nicholas McGrue on 3/25/2020  
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