

GEORGETOWN UNIVERSITY

Paralegal Studies Program

LEGAL TECHNOLOGY

Spring 2010 Semester

INSTRUCTORS: Dana L. Riel, Business Solutions, Inc., Washington, D.C.
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driel@bsi-dc.com

Conrad Jacoby

CLASS TIME: Tuesdays, 6:15-7:55 p.m., including a short break
January 12, 2010 – April 6, 2010

LOCATION: **TBD, including computer lab.**

REQUIRED TEXTS: Brown, Donna, Word 2007 (2003?) Legal -- Module II, Software @ Law
Sage Software, Timeslips 2009 – Basic Course

SUPPLEMENTAL TEXTS: Time Matters 9.0 Student Manual

OBJECTIVE: Legal Technology is a general introduction to the use of computers and to legal specialty computer software programs in the contemporary law office and courthouse. This course includes hands on computer exercises using professional software programs used in the law office by paralegals. Students will be taught the skills necessary to assist attorneys in diverse aspects of legal practice where computer technology is used. Paralegals today are increasingly being given responsibility for information and computer management. Paralegals must understand the concepts as well as learn the use of software and hardware, in order to support technology as members of the legal team. The goal of this course is to empower the student to learn how to find answers and solve problems with software, including software updates and new versions.

METHOD: The course will be taught in a computer lab. Students will receive instruction with hands on exercises, presentations and classroom discussion.

There will be no formal exams but the grade will be based on performance in class through exercises given. For this reason it is extremely important not to miss any classes. *Make up work will only be permitted in emergency situations with the approval of the Director of the Paralegal Studies Program and the instructor.* If approved, make-up work must be taken within 7 days of the original class in which it was presented at the PSP Office at 3101 Wilson Boulevard, Suite 200, Arlington, Virginia 22201.

PREREQUISITES: In order to perform well in this course, students must be familiar with basic operations of PC-based computers. A basic knowledge of Microsoft Word is also important. Students should be able to create, save, open and close documents; change fonts, insert characters, and perform other, simple formatting functions.

GRADING: Grades will be assigned as follows:

91 – 100	A	78 – 71	C
90	A-	70	C-
89	B+	69	D+
81– 88	B	65 – 68	D
80	B-	0 – 64	F
79	C+		

COURSE OUTLINE

<u>DATE</u>	<u>TOPIC</u>	<u>ASSIGNMENTS</u>
01/12/10	Introduction and review of syllabus. Word ____ - Legal Module II	Section 1: Navigating with the Document Map Section 2: Footnotes & Endnotes
01/19/10	Word ____ - Legal Module II	Section 3: Working With Templates Section 4: Working with Forms
01/26/10	Word ____ - Legal Module II	Section 5: Automatic Numbering Section 6: Generating Cross-References, Tables of Contents and Authorities (partially complete)
02/02/10	Word ____ - Legal Module II	Complete Section 6 Section 8: Sharing Documents
02/09/10	Time Matters 9.0 – Basic Guide	Chapter 1: Introduction Chapter 2: Getting Around Time Matters Chapter 3: Working With Contacts
02/16/10	Time Matters 9.0 – Basic Guide	Chapter 4: Working With Cases (Matters) Chapter 5: Working With Events
02/23/10	Time Matters 9.0 – Basic Guide	Chapter 6: Working with ToDos
03/02/10	Time Matters 9.0 – Basic Guide	Chapter 7: Document Management
03/09/10	Timeslips 2009 – Basic Guide	Chapters 1 & 2
03/16/10	Timeslips 2009 – Basic Guide	Chapters 3 - 7
03/23/10	(Conrad Jacoby)	
03/30/10	(Conrad Jacoby)	
04/06/10	(Conrad Jacoby)	

ATTENDANCE: Attendance is required and will be taken at the beginning of each class. *If you know that you cannot attend a class, please give me advance notice by email.*

Georgetown University Regulations and Policies

The School of Continuing Studies subscribes to the policies and procedures of the Georgetown University Law Center (GULC) in regard to academic dishonesty, sanctions, and disposition of records. Students are subject to all GULC regulations concerning student conduct and standards of behavior. Students are also responsible for observing general University policies and regulations concerning student conduct found on the University website, www.georgetown.edu.

Students with Special Needs

Any student with a disability, whether a physical, psychological or learning disability must contact the [Academic Resource Center](#) at 202-687-8354 or arc@georgetown.edu and follow the process outlined by ARC for requesting an accommodation. Students should contact the ARC prior to the start of the term. If a request is not submitted on a timely basis, special accommodations are not retroactive, and therefore will not be honored. Georgetown does not discriminate or deny access to an otherwise qualified disabled student on the basis of disability, and students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. However, students are responsible for communicating their special needs to the Academic Resource Center. The University is not responsible for making special accommodations for students who have not requested an accommodation and adequately demonstrated their disabilities. Also, the University need not modify course or degree requirements considered to be an essential requirement of the program of instruction.

Religious Observance: Georgetown University promotes respect for all religions. Any student who is unable to attend classes or to participate in any examination, presentation, or assignment on a given day because of the observance of a major religious holiday (see below) or related travel shall be excused and provided with the opportunity to make up, without unreasonable burden, any work that has been missed for this reason and shall not in any other way be penalized for the absence or rescheduled work. Students will remain responsible for all assigned work. Students should notify professors in writing at the beginning of the semester of religious observances that conflict with their classes. The Office of the Provost, in consultation with Campus Ministry and the Registrar, will publish, before classes begin for a given term, a list of major religious holidays likely to affect Georgetown students. The Provost and the Main Campus Executive Faculty encourage faculty to accommodate students whose bona fide religious observances in other ways impede normal participation in a course. Students who cannot be accommodated should discuss the matter with an advising dean.

Academic Integrity for All Students Enrolled in This Course:

"As signatories to the Georgetown University Honor Pledge, and indeed simply as good scholars and citizens, you are required to uphold academic honesty in all aspects of this course. You are expected to be familiar with the letter and spirit of the Standards of Conduct outlined in the Georgetown Honor System and on the Honor Council website. As faculty, I too am obligated to uphold the Honor System, and will report all suspected cases of academic dishonesty."