

LEGAL SYSTEMS TECHNOLOGY 2
COURSE CODE: 6527

COURSE DESCRIPTION: Legal Systems Technology 2 provides a more complete understanding of the major responsibilities and tasks in Paralegal support positions. The objectives of the course are to enhance technology and communication skills; solve legal-oriented problems; manage processes and procedures of legal organizations; and demonstrate effective professional knowledge and personal qualities and employability skills desired for a law-related career.

OBJECTIVE: Given the necessary equipment, supplies, and facilities, the student will be able to successfully complete all of the following core standards.

RECOMMENDED GRADE LEVELS:	10 – 12
COURSE CREDIT:	1 unit
PREREQUISITE:	Legal Systems Technology 1
COMPUTER REQUIREMENT:	One computer per student
RESOURCES:	Instructional Materials

A. SAFETY

Proficient legal professionals know the academic subject matter including safety as required for proficiency within their area, as needed in their role. The following accountability criteria are considered essential for students in the Legal Systems Technology program of study.

1. Review school safety policies and procedures.
2. Review classroom safety rules and procedures.
3. Review safety procedures for using equipment in the classroom.
4. Identify major causes of work-related accidents in office environments.
5. Demonstrate safety skills in an office/work environment.

B. STUDENT ORGANIZATIONS

Proficient legal professionals know the academic subject matter, including professional development required for proficiency within their area, as needed in their role. The following accountability criteria are considered essential for students in the Legal Systems Technology program of study.

1. Identify the purpose and goals of a Career and Technology Student Organization (CTSO). Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.

2. Explain the benefits and responsibilities of being a member of a CTSO.
3. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.
4. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.

C. TECHNOLOGY KNOWLEDGE

Proficient legal professionals know the academic subject matter, including the ethical use of technology, as needed in their role. The following accountability criteria are considered essential for students in the Legal Systems Technology program of study.

1. Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.
2. Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.
3. Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.
4. Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; licensing infringement; cyberbullying; inappropriate uses of software, hardware, and mobile devices in the work environment).
5. Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, Creative Commons, photographs, documents, video, sounds, music, trademarks, and other elements for personal use.
6. Describe ethical and legal practices of safeguarding the confidentiality of business-related information.
7. Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.

D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS

Proficient legal professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in the Legal Systems Technology program of study.

1. Demonstrate punctuality.
2. Demonstrate self-representation.
3. Demonstrate work ethic.
4. Demonstrate respect.
5. Demonstrate time management.
6. Demonstrate integrity.
7. Demonstrate leadership.
8. Demonstrate teamwork and collaboration.
9. Demonstrate conflict resolution.
10. Demonstrate perseverance.

11. Demonstrate commitment.
12. Demonstrate a healthy view of competition.
13. Demonstrate a global perspective.
14. Demonstrate health and fitness.
15. Demonstrate self-direction.
16. Demonstrate lifelong learning.

E. PROFESSIONAL KNOWLEDGE

Proficient legal professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in the Legal Systems Technology program of study.

1. Demonstrate effective speaking and listening skills.
2. Demonstrate effective reading and writing skills.
3. Demonstrate mathematical reasoning.
4. Demonstrate job-specific mathematics skills.
5. Demonstrate critical-thinking and problem-solving skills.
6. Demonstrate creativity and resourcefulness.
7. Demonstrate an understanding of business ethics.
8. Demonstrate confidentiality.
9. Demonstrate an understanding of workplace structures, organizations, systems, and climates.
10. Demonstrate diversity awareness.
11. Demonstrate job acquisition and advancement skills.
12. Demonstrate task management skills.
13. Demonstrate customer-service skills.

F. CAREER DEVELOPMENT EXPLORATION

Proficient legal professionals demonstrate how to prepare to enter the business workplace, as needed in their role. The following accountability criteria are considered essential for students in the Legal Systems Technology program of study.

1. Evaluate career opportunities.
2. Identify sources of employment opportunities.
3. Identify appropriate dress and grooming for the workplace.
4. Develop an electronic portfolio for career opportunities.
5. Compose a letter of application.
6. Compose a resume.
7. Complete a job application form.
8. Identify behaviors considered to be appropriate or inappropriate in a job interview.
9. Compose a follow-up letter.
10. Compose a letter of resignation.

G. LEGAL TIMEKEEPING AND BILLING

Proficient legal professionals demonstrate how to manage time for clients as well as prepare billing for clients in a precise and ethical manner. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in the Legal Systems Technology program of study.

1. Describe the factors for determining whether a fee is reasonable.
2. Explain how timekeeping and billing is used in various offices.
3. Analyze the basic features and functions of timekeeping and billing programs.
4. Enter timeslips into a timekeeping and billing program.
5. Describe the different types of legal fee agreements.
6. Print and analyze a sample management report generated from a timekeeping and billing system.

H. DOCKET CONTROL

Proficient legal professionals demonstrate how to organize and complete tasks in a timely manner, as needed in their role. The following accountability criteria are considered essential for students in the Legal Systems Technology program of study.

1. Explain what a docket control system is.
2. Explain what case management is.
3. Describe the computerized docket cycle.
4. Describe how a computerized case management system can prevent cases from being forgotten or overlooked.
5. Discuss why docket control and case management are important to legal organization from an ethics perspective.

I. ELECTRONIC DISCOVERY

Proficient legal professionals demonstrate how to provide discovery and other appropriate legal documents electronically, as needed in their role. The following accountability criteria are considered essential for students in the Legal Systems Technology program of study.

1. Explain why electronic discovery is an important aspect of litigation.
2. Identify the term that the Federal Rules of Civil Procedures use all electronic data, and understand its scope.
3. Explain the purpose of the “meet and confer” pretrial conference that parties must have pursuant to the Federal Rules of Civil Procedures.
4. Discuss the duty of parties to preserve electronic information.
5. Understand the different steps of an electronic discovery procedure.
6. Explain what native and image formats are.

J. LITIGATION SUPPORT

Proficient legal professionals demonstrate how organize, store, retrieve, and summarize information gather during the litigation process, as needed in their role. The following accountability criteria are considered essential for students in the Legal Systems Technology program of study.

1. Explain what litigation support is.
2. Explain why computerized litigation support methods are more successful than manual methods.
3. Explain why a legal organization might use a litigation support service provider.
4. Identify the three major types of litigation support systems.
5. Describe the litigation support process.
6. Identify and use various search methods to retrieve litigation support data.

K. COMPUTER-ASSISTED LEGAL RESEARCH AND E-MAIL

Proficient legal professionals demonstrate how utilize the internet to complete legal research, as needed in their role. The following accountability criteria are considered essential for students in the Legal Systems Technology program of study.

1. Explain the different types of services the Internet offers.
2. Discuss problems with using the internet for research.
3. Explain what a listserv is.
4. Describe the difference between a subject-oriented search engine and a metasearch engine.
5. List resources for finding precise legal information on the Internet.
6. List resources for finding factual information on the Internet.
7. Explain why manual research and computerized research complement one another.
8. Explain what is involved in planning a search query.
9. Formulate simple search queries for Westlaw or Lexis.

L. THE ELECTRONIC COURTHOUSE AND THE AUTOMATED COURTROOM

Proficient legal professionals demonstrate knowledge of the electronic courthouse, as needed in their role. The following accountability criteria are considered essential for students in the Legal Systems Technology program of study.

1. Explain what the “electronic courthouse” is.
2. Describe how an automated courthouse works.

[Course Materials and Resources](#)

[Academic Indicators](#)