

LEGAL SYSTEMS TECHNOLOGY 2
COURSE CODE: 6527
STUDENT PROFILE

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|---|--|------------------------|----------|----------|----------|
| STUDENT'S NAME: | | TEACHER'S NAME: | | | |
| School Year/Semester: | | Grade: | | | |
| Begin Date: | | Date Completed: | | | |
| <p>Directions: Document student's progress using the applicable rating scales below: Enter date of completion under the appropriate column.</p> <p>0 - Has not received instruction in this area / no experience or knowledge of this task (N/A)</p> <p>1 – Can apply and perform independently (80-100)</p> <p>2 – Can perform the task completely with limited supervision (70-79)</p> <p>3 – Requires additional instruction and or close supervision (60-69)</p> | | | | | |
| A. SAFETY | | 0 | 1 | 2 | 3 |
| 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 | | 0 | 1 | 2 | 3 |
| 1 | Identify the purpose and goals of a Career and Technology Student Organization (CTSO). | | | | |
| 2 | Explain how CTSOs are integral parts of specific clusters, majors, and/or courses. | | | | |
| 3 | Explain the benefits and responsibilities of being a member of a CTSO. | | | | |
| 4 | List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities. | | | | |
| 5 | Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations. | | | | |
| C. TECHNOLOGY KNOWLEDGE | | 0 | 1 | 2 | 3 |
| 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. | | | | |

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| 4 | Explain the consequences of social, illegal, and unethical uses of technology (e.g., cyber bullying; piracy; illegal downloading; cyberbullying; licensing infringement; 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, photographs, Creative Commons, 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 | | 0 | 1 | 2 | 3 |
| 1 | Demonstrate punctuality. | | | | |
| 2 | Demonstrate critical thinking and problem-solving skills | | | | |
| 3 | Demonstrate initiative and self-direction. | | | | |
| 4 | Demonstrate integrity. | | | | |
| 5 | Demonstrate work ethic. | | | | |
| 6 | Demonstrate conflict resolution skills. | | | | |
| 7 | Demonstrate listening and speaking skills. | | | | |
| 8 | Demonstrate respect for diversity. | | | | |
| 9 | Demonstrate customer service orientation. | | | | |
| 10 | Demonstrate teamwork. | | | | |
| E. PROFESSIONAL KNOWLEDGE | | 0 | 1 | 2 | 3 |
| 1 | Demonstrate global or “big picture” thinking. | | | | |
| 2 | Demonstrate career and life management skills and goal-making. | | | | |
| 3 | Demonstrate continuous learning and adaptability skills to changing job requirements. | | | | |
| 4 | Demonstrate time and resource management skills. | | | | |
| 5 | Demonstrates information literacy skills. | | | | |
| 6 | Demonstrates information security skills. | | | | |
| 7 | Demonstrates information technology skills. | | | | |
| 8 | Demonstrates knowledge and use of job-specific tools and technologies. | | | | |
| 9 | Demonstrate job-specific mathematics skills. | | | | |
| 10 | Demonstrates professionalism in the workplace. | | | | |
| 11 | Demonstrates reading and writing skills. | | | | |
| 12 | Demonstrates workplace safety. | | | | |

| F. CAREER DEVELOPMENT EXPLORATION | | 0 | 1 | 2 | 3 |
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| 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 | | 0 | 1 | 2 | 3 |
| 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 | | 0 | 1 | 2 | 3 |
| 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 | | 0 | 1 | 2 | 3 |
| 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. | | | | |

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| 6 | Explain what native and image formats are. | | | | |
| J. LITIGATION SUPPORT | | 0 | 1 | 2 | 3 |
| 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 | | 0 | 1 | 2 | 3 |
| 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 | | 0 | 1 | 2 | 3 |
| 1 | Explain what the “electronic courthouse” is. | | | | |
| 2 | Describe how an automated courthouse works. | | | | |

| O. SOCIAL RESPONSIBILITY AND BUSINESS ETHICS | | 0 | 1 | 2 | 3 |
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| 1 | Discuss workplace issues that either enhance or detract from employee and company wellbeing (e.g., job safety, diversity, hiring practices). | | | | |
| 2 | Analyze the purpose of the mission statement and statement of social responsibility. | | | | |
| 3 | Analyze how conflict of interest impacts the business environment. | | | | |
| 4 | Differentiate business ethics and personal ethics. | | | | |
| P. CAREER PLANNING AND DEVELOPMENT | | 0 | 1 | 2 | 3 |
| 1 | Evaluate career opportunities within the Business, Marketing, and Finance clusters. | | | | |
| 2 | Develop and demonstrate career planning skills to include writing a resume, researching career opportunities, completing a job application, preparing for an interview, dressing appropriately, etc. | | | | |
| 3 | Demonstrate proficient business communication skills using appropriate technology. | | | | |
| 4 | Incorporate appropriate business math skills, as needed. | | | | |