



## **Law Office Technology**

**1 Credit**

Professors Kurt Olson, Daniel Harayda & Mick Coyne

**1 Paper - 1 Presentation**

**Daily Online Postings/Contributions & Questions**

This course examines how technology has changed the way that an efficient law office operates, and gives some helpful tips and insights for integrating technology into your future law practice. Students will be placed in groups - Firms A, B, C, & D - for both case presentations and the final group presentation. The research paper is due **one week following the end of the course**, Friday, August 26th by Midnight.

**GOALS & OBJECTIVES:** To make students aware of the essential components necessary to make any law office run smoothly and efficiently: (1) Hardware/General Tech, (2) Law Office Software, (3) Litigation Technology, & (4) Web Technology. Each student will be expected to submit a 7-8 page double-spaced paper by Friday, August 26th **as a PDF attachment**. You should **include only your Student ID numbers (no names)** on your papers. Papers that do not meet these requirements will be deducted 3 points. All papers should seek to inform the reader on some aspect of law office technology; the papers should contain footnote citations to authority.

Students who have received the best grades in prior semesters have compared two or more products (software, hardware, peripherals & etc.). They have also reached a conclusion as to which product would be best for the particular environment in which they plan to work. For instance, someone opening a small or solo practice might not need to spend thousands of dollars on the best available laser printer. A

high-quality ink jet printer might do the job satisfactorily. Students receiving high grades have described the various available options, and they have offered sufficient detail so that the uninformed reader would be able to make informed decisions about the products they should consider purchasing for their firms or solo shops. *You do not need to purchase a book for this course* and all course materials will be distributed via TWEN.

### **Grade Breakdown**

Group Presentation - 40%

Participation - 10%

Research Paper - 50%

## **Day 1: Phone Fax Email IM**

### **Part 1**

**TOPIC:** *Generations of Technology*

The Phone, the Fax, the Email and the IM each defined a generation of office productivity. How have law offices evolved with the advent of new technologies?

**ACTIVITY:** Small Groups - Firms A, B, C, & D; Discussion Questions and Case Presentation. Students present their answers orally to the class. To receive more points for this portion of the grade, be sure to contribute to the Discussion Forum.

**WRAP:** We will provide an overview of the course and describe what will be expected for the paper, which will be 50% of students' grades for this course.

**READING:** Articles w/ Responses on TWEN Discussion Forum.

## **Day 2: Passwords & Security**

**TOPIC:** *My Password is "Password" - Is That a Problem?*

**ACTIVITY:** Internet Security KAHOOT! (you will need a device to play)

**READING:** Articles w/ Responses on TWEN Discussion Forum.

### **Day 3: Billable Hours +**

**TOPIC:** *Exploring Legal Billing & Law Office Software*

**PRESENTATION: ROCKET MATTER Guest Speaker 4:00PM** - Saturna Perez of Rocket Matter will host a LIVE webinar to both inform students using a Rocket Matter overview and challenge students through use of a lab assignment. **This webinar will start at 4:00PM** and students may join from wherever they are located.

**ACTIVITY:** Rocket Matter Lab Assignment

### **Day 4: Firm Presentations**

**CLASS:** Firms will present on their topic - 40% of the grade for this course.

**RESEARCH PAPER:** Students will have one week from tomorrow's class to submit the research paper. **Due next Friday, August 26th, by Midnight.**