



Law Office Technology

1 Credit

Professors Kurt Olson, Daniel Harayda & Mick Coyne

1 Paper - 1 Presentation

Daily Online Postings/Contributions & Questions

Law Office Management Software Training

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 23rd by Midnight.

GOALS & OBJECTIVES: To make students aware of the essential components necessary to make any law office run smoothly and efficiently: (1) Hardware, (2) Law Office Management Software, (3) AI-Based Technology, & (4) General Technology. Each student will be expected to submit a 7-8 page double-spaced paper by Friday, August 23rd **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. *You do not need to purchase a book for this course* and all course materials will be distributed via TWEN.

Grade Breakdown

Presentation - 30%

Participation - 20%

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 is 50% of the grade for this course.

READING: Articles w/ Responses on TWEN Discussion Forum.

Day 2: Passwords & Operational Security

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

ACTIVITY: Internet Security KAHOOT! (bring a device to participate)

READING: Articles w/ Responses on TWEN Discussion Forum.

Day 3: Billable Hours +

TOPIC: *Exploring Legal Billing & Law Office Software*

PRESENTATION: CLIO LEGAL Guest Speaker Luke Scott - Luke Scott will host a LIVE webinar to both inform students using a Clio overview and challenge students through use of a lab assignment.

ACTIVITY: Clio Lab Assignment/Law Office Management Software Training

Day 4: Firm Presentations

CLASS: Students will present on their topic - 30% of the grade for this course.

RESEARCH PAPER: Students will have one week from tomorrow to submit the research paper. **Due next Friday, August 23rd, by Midnight in TWEN.**