

University of Arkansas – Fort Smith

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General Syllabus

OMT 2662 Law Office Technology

Credit Hours: 2

Lecture Hours: 1

Lab Hours: 2

Prerequisite: ITA 1003 Computer Applications for the Knowledge Worker

Effective Semester: Summer I 2015

I. Course Information

A. Catalog Description

Trains students in electronic filing and the “Digital Courtroom” as well as case, client, billing and time management software designed specifically for the law office. Advanced word processing tasks are also covered.

B. Additional Information

Students will work with Word, WordPerfect, Adobe Acrobat, CaseMap, TimeMap and Abacus Law programs among others and will receive training in the court’s electronic filing systems.

II. Student Learning Outcomes

A. Subject Matter

Upon completion of this course, the student will be able to:

1. Create and assemble .pdf files for electronic filing and document retention purposes.
2. Use word processing programs to create forms into which data from various software packages can be merged to generate legal documents and correspondence.
3. Manage and maintain e-calendars.
4. Manage and maintain customer databases.
5. Electronically file documents with the courts and retrieve electronically filed documents from the courts.
6. Create presentations of case materials for an “electronic courtroom” setting.
7. Create, manage, maintain and organize large e-document collections for use in discovery and other litigation related tasks.

B. University Learning Outcomes

This course enhances student abilities in the following areas:

Technological Skills

Student development of these skills via the use of Adobe Acrobat, Word and WordPerfect, PACER electronic filing system, CaseMap, TimeMap and other software packages used in the legal field is the primary focus of this course. Students will demonstrate basic proficiencies in these software applications via assignments, testing and lab work.

Communication Skills

Students will learn ways to utilize technology in making presentations, preparing documents for use in the litigation processes and delivering information to clients, courts and attorneys.

III. Major Course Topics

- A. The “electronic courtroom” – using technology to present evidence and information to the jury/judge during the course of court proceedings.
- B. Electronic filings – using the PACER system to e-file legal documents with the courts and retrieve previously filed documents.
- C. Using CaseMap and TimeMap to manage clients and their cases and law firm time keeping and billing records and calendaring of events and deadlines.
- D. Using word processing software to create documents into which information from CaseMap, TimeMap and other database programs can be merged in order to create legal documents and correspondence.
- E. Creation of .pdf files for use in e-filing of documents with the court and document control and management within a law firm.
- F. Informational and relational database manipulation, data entry and maintenance, and queries.