

COURSE SYLLABUS



Education That Works For a Lifetime

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| Course Title: | Computer Applications in the Law | | Date submitted: | 10/27/2020 (AAC:20-63) | |
| Department: | Social Sciences | | | | |
| Curriculum: | Paralegal | | | | |
| Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system. | Course Code: (eg. ACC 101) | LGL*220 | Prerequisites: | | |
| | Course Type: | L/D | C- or better in Introduction to Law (POL*120) or placement into Composition (ENG*101) or permission of the instructor | | |
| | A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: Internship M: Seminar P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio | | | | |
| | Elective Type: | G/SS/L AS | | | |
| | AH: Art History E: English FA: Fine Arts FL: Foreign Language G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences M: Math S: Science SS: Social Science | | | | |
| | Credit Hours: | 4 | Corequisites: | | |
| | Developmental: (yes/no) | N | None | | |
| | Lecture: | 4 | | | |
| | Clinical: | 0 | | | |
| | Lab: | 0 | | | |
| Studio: | 0 | | | | |
| Contact Hours: | Other: 0 | | | | |
| | TOTAL: 4 | Other Requirements: | | | |
| Class Maximum: | 28 | None | | | |
| Semesters Offered: | Fall/Sp ring/Su mmer | | | | |
| Catalog Course Description: | Provides the paralegal student with a background in computer applications in the law office. The student will employ and examine Microsoft Office Suite applications, as well as specialized legal software, to perform billing and calendar functions, file and case management, and litigation support. The student will learn to access public records and governmental information using the Internet. Procedures for electronic filing and access to court forms, dockets and calendars will be reviewed. | | | | |
| Topical Outline: List course content in outline format. | 1. Introduction to Online Learning – Using Blackboard; Technology in the Law Office, Paralegal/Technology Career Information; Legal Ethics in a Technology Age. 2. Word Processing. Hands on use of Microsoft Word 3. Electronic Spreadsheets. Hands on use of Microsoft Excel. 4. Electronic Databases. Hands on use of Microsoft Access. 5. E-mail etiquette, cloud based repository, list serves, blogs and podcasts. 6. Internet use – investigative and legal research. | | | | |

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| | <ol style="list-style-type: none"> 7. Electronic branding/LinkedIn 8. Case Organization and Management Software 9. Electronic Discovery and Preparation for Trial. 10. Presentation and Trial Graphics. Hands on use of PowerPoint and Sanction. Technology Experts. Electronic Courtrooms 11. Office Management Software 12. The Electronic Courthouse and Virtual Law Office. Hands on use of E-Services and E-Filing. |
| <p>Outcomes: Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p> | <p>Upon successful completion of this course,</p> <ol style="list-style-type: none"> 1. the student will perform various functions in the law office environment using software applications. 2. the student will utilize the Internet to access public information and legal authority at governmental and non-governmental sources. |
| | <p>PROGRAM:</p> <p>Upon successful completion of all Paralegal curriculum, graduates will be able to:</p> <ol style="list-style-type: none"> 1. Recognize and describe the proper role of the paralegal in the delivery of legal services to the public and apply the ethical rules that govern the conduct of the legal profession. 2. Demonstrate critical thinking, reasoning and analytical skills; conduct factual and legal research using print and computerized methods; and organize and present information effectively, both orally and in writing. 3. Describe the organization of the American legal system, apply procedural law to litigation and administrative agency law, and demonstrate substantive knowledge of principles of law. 4. Draft and interpret legal documents, including pleadings, deeds, mortgages, probate documents, court forms, business documents, and contracts for review by the supervising attorney. 5. Perform file and case management tasks in accordance with office policy and court procedures, using problem-solving, organizational and computer skills. 6. Recognize opportunities for professional development through continuing education and affiliation with professional organizations |
| | <p>GENERAL EDUCATION: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <p>Information Literacy/Continuing Learning - Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives.</p> <p>Demonstrates: Collects and synthesizes relevant and authoritative information resources appropriate to need and audience and utilizes current technologies to solve problems, complete projects, and make informed decisions.</p> <p>Does Not Demonstrate: Does not collect and synthesize relevant and authoritative information resources appropriate to need and audience nor satisfactorily utilize current technologies to solve problems, complete projects, and make informed decisions.</p> |

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| <p>Evaluation: List how the above outcomes will be assessed.</p> | <p>Assessment will be based on the following criteria:</p> <ol style="list-style-type: none"> 1. Assessments (quizzes and exams) 2. Oral presentations |
| <p>Instructional Resources: List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p> | <p>Required: Computer Lab or Library classroom (with computers)</p> <p>Desired: None</p> |
| <p>Textbook(s)</p> | <p>There is no textbook for this class. This class is designated as an open educational resources class and all materials are posted under the Learning Modules for each week on the course website.</p> |