# COURSE SYLLABUS

**Course Title:** Computer Applications in the Law  
**Department:** Social Sciences  
**Curriculum:** Paralegal  
**Date submitted:** 10/27/2020 (AAC:20-63)

<table>
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<th>Course Code:</th>
<th>LGL*220</th>
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<td>Course Type:</td>
<td>L/D</td>
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**Prerequisites:**  
C- or better in Introduction to Law (POL*120) or placement into Composition (ENG*101) or permission of the instructor

**Elective Type:**  
G/SS/L AS

**Contact Hours:**  
Credit Hours: 4  
Developmental: (yes/no) N  
Lecture: 4  
Clinical: 0  
Lab: 0  
Studio: 0  
Other: 0  
TOTAL: 4

**Class Maximum:**  
28  
Semesters Offered: Fall/Spring/Summer

**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:**  
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  
5. E-mail etiquette, cloud based repository, list serves, blogs and podcasts.  
6. Internet use – investigative and legal research.
7. Electronic branding/LinkedIn
8. Case Organization and Management Software
11. Office Management Software

Upon successful completion of this course,
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.

PROGRAM:
Upon successful completion of all Paralegal curriculum, graduates will be able to:
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.

Outcomes: Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.

GENERAL EDUCATION: (Numbering reflects General Education Outcomes as they appear in the college catalog)

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.

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.

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.
### Evaluation

List how the above outcomes will be assessed.

### Assessment will be based on the following criteria:
1. Assessments (quizzes and exams)
2. Oral presentations

### 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.

- **Required:** Computer Lab or Library classroom (with computers)
- **Desired:** None

### Textbook(s)

There is no textbook for this class. This class is designated as an open educational resource; class and all materials are posted under the Learning Modules for each week on the course website.