

Date: February 2006

- I. Course Name:** Computers in the Law Office
Prefix and Number: PLG 115
Credit Hours and Contact Hours: 3 credit hours – 4 contact hours
Course Description:

This course introduces the fundamental of how to use computer technology to accomplish tasks performed by legal assistants or paralegals in a law office. Computer applications will include word processing, spreadsheets, databases, presentations, timekeeping and billing, and case management. Prerequisite: PLG 100 and basic computer knowledge, or permission of instructor.

II. Course Outcomes and Objectives

This course is required for students matriculated in the Paralegal Studies A.A.S. degree program. Students matriculated in other degree programs may take the course with the permission of the instructor.

Learning Outcomes

The general goals of this course are:

1. The student will have an understanding of computer hardware and software.
2. The student will be able to use a computer utilizing word processing, spreadsheet and law related programs.
3. The student will have an understanding of the role of the paralegal, law office ethics, the preparation of legal documents, office procedures, and technology trends.

College Competencies

The Computers in the Law Office course addresses the following general competencies: writing, reading, ethics and values, information resources, problem solving, and professional competency.

III. Method of Instruction

Class Participation
Written assignments
Computer-based assignments
Tests

Methods of Assessment

Faculty may use a variety of assessment measures including, but not limited to: informal writing, non graded quizzes, and discussions

IV. General Outline of Topics covered

- I. Computers in the Law Office
- II. Computer Hardware and Software
- III. Word Processing
- IV. Spreadsheet Software
- V. Database Management Systems
- VI. Legal Timekeeping and Billing Software
- VII. Case Management and Docket Control Software
- X. Legal Ethics Connected with Computers and Software (1 Hour)