Sinclair Community College
444 E. Third St.
Dayton, OH 45402

Master Syllabus

PAR 1102 - Legal Technology

Division: Business and Public Services

Department: Paralegal

Credit Hour Total: 1.0 **Lecture Hrs:** 1.0

Other Prerequisite(s): AND Approval of Department , Restricted to Majors

Date Revised: March 2015

Course Description:

This course develops student paralegal skills in introduction to the technology used by paralegals in law firm environments.

General Education Outcomes:

- Information Literacy
- Computer Literacy

Course Outcomes:

Amicus
Maintain client files and calendar of events.

Assessment Method: Locally developed exams
Performance Criteria: Students must attain a minimum of 79% on exams.

Assessment Method: Simulations
Performance Criteria: Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

Legal Research
Utilize the Internet to perform legal research and locate legal resources.

Assessment Method: Locally developed exams
Performance Criteria: Students must attain a minimum of 79% on exams.

Assessment Method: Simulations
Performance Criteria: Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

Email
Utilize email in a professional and ethical manner including proper email etiquette, format, attachments and responses.

Assessment Method: Locally developed exams
Performance Criteria: Students must attain a minimum of 79% on exams.

Assessment Method: Simulations
Performance Criteria: Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

Outline:

Maintain client information and accurately bill clients
Office equipment etiquette and ethical usage
Professional and confidential email
Internet legal research and legal resources
Time management