

## 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

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### 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