

## Master Syllabus

### PAR 1202 - Advanced Legal Technology

**Division:** Business and Public Services

**Department:** Paralegal

**Credit Hour Total:** 1.0

**Lecture Hrs:** 1.0

**Prerequisite(s):** PAR 1102

**Other Prerequisite(s):** AND Restricted to Majors

**Date Revised:** October 2013

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### Course Description:

This course develops student paralegal skills in use of software in a legal environment, including spreadsheets, databases, data backup media, group calendaring and research on the Internet.

### General Education Outcomes:

- ▣ Information Literacy Competency
- ▣ Oral Communication Competency

### Course Outcomes:

#### Electronic Court Filing

Prepare legal documents in accordance with various court rules and execute the filing within the court training databases as well as retrieve filed documents from the courts' systems.

**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.

#### Summation

Utilize software to preserve, organize and retrieve legal documents.

**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.

#### Litigation/Courtroom Evidence Presentations

Prepare oral and electronic presentation to present evidence in courtroom situations within various courts' rules and limitations.

**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:

Legal document preservation and retrieval software

Electronic court document filing

Presenting legal evidence using electronic presentations

Utilizing specialized software for legal case management

Spreadsheet and database usage in legal settings