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

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

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
- Oral Communication

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