# 8/13/2020

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 4 September 2020

Term and Year of Implementation: Fall 2020

**Course Title:** Computers in the Law Office

**BRCC Course Rubric:** PALG 2113

**Previous Course Rubric**: PALG 211

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 3-0-3

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 45-0-45

**Louisiana Common Course Number:**

**CIP Code:** 22.0302

**Course Description:** Provides an overview of computer technology and its applications within the law office. Students will explore the methods for effective and ethical use of law office technology, including word processing, spreadsheets, and databases; legal research databases; electronic public records; electronic filing and discovery systems; litigation support and case management systems; timekeeping/billing; and other legal support technology.

**Prerequisites:**  PALG 1013 (or PALG 101) with a grade of c or better

**Co-requisites:** None

**Suggested Enrollment Cap:** 35

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Describe how law offices can benefit from different types of technology.

2. Identify the basic components of a computer and its peripherals.

3. Perform law-related tasks using Word, Access, PowerPoint and Excel.

4. Perform specialized data base uses in legal research using the internet (Westlaw, PRODOC and Lexis Nexis).

5. Explain the ethical implications of and considerations attendant to using technology in a law office environment.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Instructor designed exams will assess learning outcomes.

2. Instructor designed quizzes and assignments will assess a portion of the learning outcomes.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

1. Computers in the Law Office

a. Use of technology in modern law office

b. Future software use

c. Use of computers by paralegals

2. Technology

a. Hardware and software

b. Word processing

c. Spreadsheets

d. Database management systems

e. Litigation support Software

f. Online Resources

g. Public Records databases

h. Legal Research databases

3. Ethical issues

a. Privacy

b. Document storage

c. Court Brief