

# SYLLABUS

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**Code:** PLGL 210

**Title:** Computer Applications in Law

**Division:** Business and Technology **Department:** Paralegal Studies

**Course Description:** This course is designed to familiarize paralegals with the various use of computers and technology in a law office. This includes 1) computerized legal and factual research using online for fee services (Westlaw and/or Lexis), CD ROM products and Internet resources; 2) software applications in document preparation, file management and law office management; 3) word processing; 4) electronic filing of litigation documents; 5) email; and 6) other law office technology such as fax machines, scanners, etc.

**Prerequisites:**

**Corequisites:**

**Prerequisites or Corequisites:** PLGL105 and PLGL106

**Credits:** 3

**Lecture Hours:** 3

**Lab/Studio Hours:** 0

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**REQUIRED TEXTBOOK/MATERIALS:**

**TEXT:** Using Computers in the Law Office, Roper, ITP, Fifth Edition, West and/or Lexis materials and various up-to-date resources will be distributed to students' use in the course.

**ADDITIONAL TIME REQUIREMENTS:**

Use of open lab hours as needed.

**COURSE LEARNING OUTCOMES:**

Upon completion of this course, students will be able to:

- Navigate basic law office programs.
- Create, edit and format legal documents using Microsoft Office applications.
- Complete legal research using appropriate technology applications.

**GRADING STANDARD:**

Form of testing is at the discretion of professor but must conform to the following:

|    |             |
|----|-------------|
| A  | 93-100      |
| A- | 90 - 92     |
| B+ | 87-89       |
| B  | 83-86       |
| B- | 80 - 82     |
| C+ | 76-79       |
| C  | 70-75       |
| D  | 65-69       |
| F  | 64 or below |

\* Course Grade – Individual instructor changes in grading requirements will be found in that instructor's course grading addendum.

\*\*\*PLEASE NOTE! You will receive an F in the course if you do not complete the course work and you fail to either:

- (1) Formally withdraw by the date required
- (2) Formally apply for and complete the requirements of an "Incomplete"

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## B. COURSE GRADE:

1/3 COURSE GRADE - Average of grades received on written assignments (number to be determined by Instructor):

1/3 COURSE GRADE - Midterm Exam (at the option of the Instructor). A fact pattern reflecting a typical paralegal law office computer-related research experience is given. Students are expected to conduct computer research and give well written and concise essay answers to questions reflecting instruction given in Units 1 through 3 and are expected to perform at least one function taught in these Units.

1/3 COURSE GRADE - Final Exam (at the option of the Instructor). A fact pattern reflecting a typical paralegal law office computer/technology related experience is given. Students are expected to conduct computer/technology applications and give well written and concise essay answers to questions involving topics covered in Units 4 through 7 and are expected to perform at least one function taught in these Units.

## **COURSE CONTENT:**

### Unit Topics:

- Word Processing, PDF File Creation and Document Assembly
- Use of spreadsheet software in the law office
- Data Management in the law office
- Use of legal timekeeping and billing software in the law office
- Use of case management and docket control software in the law office
- Electronic discovery
- Use of litigation support software to manage files
- Use of the internet and e-mail in the law office
- Computer-assisted legal research
- Use of PowerPoint in legal proceedings
- The Electronic Court House

## **DEPARTMENT POLICIES:**

### Grading Policy:

Grades for assignments, projects, exams, and courses are to be determined by the individual Instructor; however, the Department reserves the right to approve same for adjunct Instructors.

### Cheating Policy:

In light of the nature and ethical demands of the profession for which we are preparing students, it is the Department's policy that THERE WILL BE A ZERO TOLERANCE FOR CHEATING OR UNETHICAL BEHAVIOR WITH RESPECT TO ANY ASPECT OF A STUDENT'S PARTICIPATION IN THE PROGRAM. A student who is found to have engaged in same will receive no credit for any course that is involved and may be asked to leave the program. Further college disciplinary action may also be taken.

### Attendance Policy:

The Legal Studies Department wishes to advise students that, with rare exception, it would be extremely difficult, if not impossible, to be successful in a course without regular class attendance. The Department, therefore, encourages attendance, except in cases of illness, emergency, or other serious problem or conflict. It is up to the individual Instructor as to whether to require attendance or to include it as a criterion for grading. In any event, no student should miss two consecutive classes, or three classes overall in a term, without contacting the course Instructor as soon as possible.

### Taping Classes:

Tape recording of classes or Legal Studies Department programs without a proper Alert form is prohibited. Tapes made pursuant to an Alert form are for the sole use of the student for whom the Alert form was issued, and are to be used only for the purposes provided therein.

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## “Retesting” Policy:

It is the Department’s position, in light on the nature and demands of the profession for which we are preparing students, that students will not be permitted to “retest”, unless the individual Instructor finds compelling reason to do so in an unusual circumstance.

## Course Testing Center Policy:

The Department has no official policy other than to indicate it has no objection to an individual Instructor making use of the testing center under appropriate circumstances.

## Late Assignment Test Policy:

It is the Department’s policy that all assignments and tests are to be completed and submitted in the date scheduled for same. It is up to the individual Instructor to determine what consequences, if any, will result from lateness. However, the Department reserves the right to approve same for adjunct Instructors.

Questions about the Paralegal Department Program or the Paralegal Profession may be directed to the Program Director at (732) 224- 2200 or the Learning Assistant at (732) 224-2337, or to any full-time faculty members in the department.

## **COLLEGE POLICIES:**

For information regarding:

- ◆ Brookdale’s Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the [BCC STUDENT HANDBOOK AND BCC CATALOG](#).

## **NOTIFICATION FOR STUDENTS WITH DISABILITIES:**

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

## **ADDITIONAL SUPPORT/LABS:**

Hours posted at location – John Costigan, Learning Assistant – 732-224-2337.

*The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arises.*