



Syllabus

PLG 115 Computers in the Law Office

General Information

Date

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Author

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Department

Business

Course Prefix

PLG

Course Number

115

Course Title

Computers in the Law Office

Course Information

Credit Hours

3

Lecture Contact Hours

3

Lab Contact Hours

1

Other Contact Hours

0

Catalog Description

This course introduces the fundamental of how to use computer technology to accomplish tasks performed by legal assistants or paralegals in a law office. Computer applications will include word processing, spreadsheets, presentations, timekeeping and billing, and case management.

Key Assessment

This course does not contain a Key Assessment for any programs

Prerequisites

None

Co-requisites

None

Grading Scheme

Letter

First Year Experience/Capstone Designation

This course **DOES NOT** satisfy the outcomes applicable for status as a FYE or Capstone.

SUNY General Education

This course is designated as satisfying a requirement in the following SUNY Gen Ed category

None

FLCC Values

Institutional Learning Outcomes Addressed by the Course

Inquiry

Perseverance

Course Learning Outcomes

Course Learning Outcomes

1. Demonstrate the ability to use various software programs used in the legal profession
2. Prepare documents used in the administration of a law office, using legal software
3. Demonstrate familiarity with electronic and automated courts

Outline of Topics Covered

- I. Computers in the Law Office
 - A. Basic Computer Concepts
 - B. How Computers Help the Paralegal
 - C. legal Technology Trends
- II. Computer Hardware and Software
 - A. Computer Systems in General
 - B. System Components and Peripherals
 - C. Wide Area Networks
 - D. Local Area Networks

- E. Extranets
- F. Introduction to Computer Software
- G. Operating Systems
- H. Windows Operating Systems
- I. Utility Software
 - J. Application Software
- III. Word Processing
 - A. Word Processing in General
 - B. Special Topics in Word Processing
 - 1. Typing & Editing Letters
 - 2. Templates
 - 3. Mail Merge
 - 4. Table of Authorities
 - 5. Track Changes
- IV. Spreadsheet Software
 - A. Spreadsheets in General
 - B. Structure of Spreadsheets
 - C. Text, Values and Formulas
 - D. Common Types of Graphs
 - E. Copying Formulas
 - F. Use of Spreadsheets by Paralegals
- V. Legal Timekeeping and Billing Software
 - A. Timekeeping and Billing in General
 - B. Computerized Timekeeping and Billing
 - C. Generating Reports
 - D. Input of Information
- VII. Case Management and Docket Control Software
 - A. Calendaring, Docket Control and Case Management
 - B. Types of Computerized Docket Control Systems
 - C. Entering Names & Matters
 - D. Entering Events
 - E. Linking names, events and matters
 - F. Generating Reports
- VIII. Presentation Software
 - A. Presentation Software in General
 - B. Elements of Good Computer Presentations

C. Exploration of specific presentation software programs

X. Legal Ethics Connected with Computers and Software

A. Confidentiality

B. Competence

C. Word Processing Issues

1. Old Client Data in New Document

2. Improper Forms, Paragraphs Selected

3. Failure to Follow Court Rules

4. Unauthorized Practice of Law When Preparing Legal

Documents

5. Prudent Practices

D. Conflicts of interest

E. Billing Practices

F. Communication with Clients

G. Legal Malpractice