

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

_____ Transfer course X A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: PLS 110 Computer Literacy for Paralegals-Beginning

UNIT VALUE: 2

MINIMUM NUMBER OF SEMESTER HOURS: 64

BASIC SKILLS REQUIREMENTS:

Appropriate language and computational skills

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

This course is an introduction to computer technology and its application within the law firm with emphasis on word processing, database management, and spreadsheets.

SPECIFIC COURSE OBJECTIVES:

1. become familiar with the personal computer, mouse function, keyboard and peripherals
2. define computer terminology used in the law office
3. develop an understanding of personal computer applications, including word processing, spreadsheets, and data base management
4. become familiar with hardware and software currently available in law offices

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE: Students will demonstrate knowledge of:

1. Windows navigation techniques and file management within a Windows environment
2. Demonstrate ability to use software for word processing (WordPerfect and Word) to produce a legal document
3. Create a database using case management software
4. Develop a spreadsheet and graph using Excel

REQUIRED READING:

Ghazi, Juliane Kay. Computer Use for the Legal Assistant. Minnesota: West Publishing, 1994.

SUGGESTED READING:

REQUIRED WRITING:

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
 laboratory
 lecture-laboratory combination
 directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
 Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
 Two-Way Video Conferencing (Two-way interactive video and audio)
 One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
 Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Class is credit/no credit.

Students will be evaluated on the following basis:

Projects	=	100
Midterm	=	100
Final	=	<u>100</u>
TOTAL		300

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes ____ No x Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Angelo J. Corpora, Ext. 2501

SIGNATURES ON FILE