

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 210 Computer Literacy for Paralegals - Advanced

UNIT VALUE: 2

MINIMUM NUMBER OF SEMESTER HOURS: 64 Lecture/Lab

BASIC SKILLS REQUIREMENTS: Appropriate Language Skills

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

This course will prepare the student to perform at an intermediate to advanced level in all areas of computer applications related to the legal profession. The student will be using state of the art software and hardware, receiving hands-on instruction and practical applications in the use of the MSOffice Suite, docket control and legal billing software, PowerPoint presentations using an LCD projection system, online court reporting, record search and retrieval, document scanning, Internet searches, electronic mail, file formats, printing procedures, and file management in a networked environment. The course also includes creation of a portfolio of student work to display computer literacy skills.

SPECIFIC COURSE OBJECTIVES:

Successful students will:

1. Exhibit an in-depth functional knowledge of the Windows operating system.
2. Apply intermediate-advanced skills in word processing
3. Apply intermediate-advanced skills in spreadsheets
4. Apply intermediate-advanced skills in database creation, management and maintenance
5. Apply intermediate-advanced skills in presentation software
6. Integrate legal billing and docket control software with spreadsheet and accounting skills
7. Access online court reporting
8. Perform legal database record search and retrieval

9. Scan in OCR and object formats
10. Conduct legal related Internet searches and retrieve and format data
11. Send and receive e-mail with file attachments
12. Save and open files in various formats
13. Apply printing considerations in a stand-alone and networked environment
14. Create a portfolio to display computer literacy skills

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

1. Windows GUI operating system
 - a. File and folder management
 - b. Icon and desktop management
 - c. Windows Explorer
2. Word Processing (using current software package)
 - a. Mail merge/labels/envelopes
 - b. Integration of mail merge with Access
 - c. Legal forms production and formatting
 - d. Report formatting to include headers/footers, page numbers, endnotes, citations, footnotes, and title page
 - e. Enhancing documents using desktop publishing techniques
 - f. Desktop publishing to produce flyers, brochures, business cards
3. Spreadsheets (using current software package)
 - a. Advanced formatting techniques
 - b. Formula building for financial spreadsheets
 - c. Managing multiple spreadsheets
 - d. Integration of Excel with Word, Access and Powerpoint
 - e. Converting an Excel spreadsheet to an Access database
 - f. Chart creation to display significant data
 - g. Printing considerations
4. Databases (using current software package)
 - a. Database properties
 - b. Querying the database
 - c. Report generation
 - d. Maintaining a database
 - e. Building a company's client database
 - f. Integration with Word mail merge
 - g. Integration with Excel
5. Presentation software (using current software package)
 - a. Using presentation software in the courtroom
 - b. Creating a presentation with templates
 - c. Adding multimedia: sound, narration, video, photos, art
 - d. Adding scanned documents
 - e. Timing and transitions
 - f. Presentational style and format considerations
 - g. Printing
 - h. Presenting the show via LCD
 - i. Saving the presentation in HTML format
 - j. Uploading the presentation to the internet

6. Specialized software for the legal office
 - a. Making entries in docket control software
 - b. Displaying case development timelines and deadlines
 - c. Searching and retrieving data
 - d. Printing
 - e. Accessing on line court reporting in real time

7. Scanning documents
 - a. Optical Character Recognition for text files
 - b. Scanning as an object
 - c. Saving in jpeg, gif and other formats
 - d. Placing the scanned files in Office documents

8. Portfolio creation
 - a. Hard copy portfolio of class work
 - b. Creating online portfolio web site to display computer/paralegal skills and education
 - c. Uploading portfolio to the internet

REQUIRED READING:

Shelly, Gary and Thomas Cashman. Microsoft Office 2000 Advanced Concepts and Techniques. Cambridge, MA: Course Technology, 2000.

SUGGESTED READING:

Computer Edge local magazine
 Computer related journals
 Online tutorials
Computer Link section of San Diego Union Tribune

REQUIRED WRITING:

Students will prepare a resume.

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.

Hands-on computer labs will be assigned to support each of the modules. Students will draft a resume. Student will locate scannable documents. Portfolio organization.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

DISTANCE LEARNING:

This course may be offered as a distance learning 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):

Labs:	30%
Quizzes/Exams:	40%
Preseantion:	10%
Portfolio:	10%
Participation:	10%

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

Yes No 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 Corpora, ext. 2501

SIGNATURES ON FILE