

OFFICIAL UNDERGRADUATE COURSE OUTLINE (page 1)

COURSE IMPLEMENTATION DATE: January 2011
 COURSE REVISED IMPLEMENTATION DATE: _____
 COURSE TO BE REVIEWED: November 2014
(six years after UPAC approval) *(month, year)*

OFFICIAL UNDERGRADUATE COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.
 Shaded headings are subject to change at the discretion of the department – see course syllabus available from instructor

PRLG 110	Continuing Studies	1.5
COURSE NAME/NUMBER	FACULTY/DEPARTMENT	UFV CREDITS
Information Technology and the Legal System		
COURSE DESCRIPTIVE TITLE		

CALENDAR DESCRIPTION:

This course examines the present and evolving function of information technology in the legal field. Students will learn how technology is used to facilitate document generation, billing and time management, client file management, and the advantages of networked environments within the law office. They will explore how the Internet can be used to access legal research tools and databases for legal research purposes. In addition, students will examine how to use specialized applications, common programs, and technology to update information and research. A number of online applications, services, and sources of legal information will be used and assignments given to illustrate their functions.

PREREQUISITES: Admission to the Paralegal diploma program
 COREQUISITES:
 PRE or COREQUISITES:

SYNONYMOUS COURSE(S):

- (a) Replaces: _____
- (b) Cross-listed with: _____
- (c) Cannot take: _____ for further credit.

SERVICE COURSE TO: *(department/program)*

TOTAL HOURS PER TERM: 22.5

STRUCTURE OF HOURS:

Lectures: 16.5 Hrs
 Seminar: _____ Hrs
 Laboratory: 6 Hrs
 Field experience: _____ Hrs
 Student directed learning: _____ Hrs
 Other (specify): _____ Hrs

TRAINING DAY-BASED INSTRUCTION:

Length of course: _____
 Hours per day: _____

OTHER:

Maximum enrolment: 25
 Expected frequency of course offerings: Every other year
(every semester, annually, every other year, etc.)

WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only) Yes No
 WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department) Yes No
 TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: Yes No

Course designer(s): <u>Robert Hewko</u>	Date approved: <u>October 14, 2008</u>
Department Head: <u>Cheryl Isaac</u>	Date of meeting: <u>October 10, 2008</u>
Supporting area consultation (UPACA1)	Date approved: <u>October 14, 2008</u>
Curriculum Committee chair: <u>Cheryl Isaac</u>	Date approved: <u>October 14, 2008</u>
Dean/Associate VP: <u>Rosetta Khalideen</u>	Date of meeting: <u>November 21, 2008</u>
Undergraduate Program Advisory Committee (UPAC) approval	

LEARNING OUTCOMES:

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

- describe how computers and the internet are used in the legal field, and the legal effects of IT documents
- demonstrate the basic hardware and software components
- define and use terms involved in IT in a legal environment
- describe the purpose of law firm office management systems and the available internet resources for legal research and for non-legal research

METHODS: *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Lectures, discussions, and computer lab instruction

METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Examination(s) Portfolio assessment Interview(s)

Other (specify):

PLAR cannot be awarded for this course for the following reason(s):

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

Abacus law software

SUPPLIES / MATERIALS:

Various supplies, depending on course assignments (These supplies are included in the course supply fee)

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

Classroom Participation	10%
Assignments	20%
Midterm Assessment	30%
Final Examination	40%

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

- Introduction
- Software Programs
- Office Management
- E-Filing
- Research