Subject: Computer Literacy
Course Number: Paralegal109
Section Number: 17464
Name of Class: Computer Literacy for Paralegals
Instructor: Matthew Rungaitis
E-mail: rungaitis@sbcglobal.net
Semester: Winter 2015
Class Starting Date: August 25
Class Ending Date: December 8

Class Description: Computer Literacy for Paralegals presents the specific software applications and document preparation process used in the legal profession. Familiarity of computer keyboarding and the Windows operating system is assumed.


Other Course Materials Required: Access to computer with Microsoft Office Suite is mandatory, either through the lab or home computer.

Initial instructions for beginning of class: This is a hybrid class, so class starts online on 8-25 and continues online for the following dates: 9-8, 9-22, 10-6, 10-20, 11-3, 11-17, and 12-1. The alternating weeks will be in class instruction, beginning on 9-1.

Testing regulations (included proctoring guidelines link):

Course Management System Information: Blackboard

Student Learning Outcomes: The student will be able to create documents, formulate spreadsheets, and develop computer presentations as applied to the legal environment using the intranet, internet, and related software applications.

Useful Links:

Other: It is essential that you attend the online class the first week, 8-25.

DSPS Information: