J. Sargeant Reynolds Community College
Course Content Summary

Course Prefix and Number: <u>LGL 222</u>   Credits: <u>3</u>

Course Title: <u>Information Technology for the Paralegal</u>

Course Description:

Provides extensive instruction on technology in the law office, including word processing tools, spreadsheet programs, database management systems, office management programs, case management programs, electronic mail, the Cloud, litigation and trial software, and the use of the Internet in the practice of law. Prerequisite: ITE 152, LGL 125, or faculty approval. Lecture 3 hours. Total 3 hours per week. 3 credits

General Course Purpose:

The course is designed for students to learn and apply the use of information technology in the legal profession. Knowledge of computer concepts and applications alone is not adequate for the paralegal in today's law office.

Course Prerequisites and Co-requisites:

Prerequisite: ITE 152, LGL 125, or faculty approval

Student Learning Outcomes:
Upon completing the course, the student will be able to

- Use database management systems;
- Use office management programs;
- Use case management programs;
- Perform calendaring, docketing, timekeeping, and billing;
- Use word processing tools;
- Use spreadsheet programs;
- Use the Internet, the Cloud, and electronic mail in the practice of law; and
- Understand and perform functions of computerized litigation support.

Major Topics to Be Included:

- Database management systems
- Legal timekeeping and billing
- Case management
- Litigation support software
- The Internet, the Cloud, and electronic mail
- Office management software
- Trial graphics

Effective Date/Updated: December 31, 2018