J. Sargeant Reynolds Community College
Course Content Summary

Course Title: Information Technology for the Paralegal

Course Prefix and Number: LGL 222 **Credits:** 3

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, and the use of the Internet in the practice of law. Prerequisite: ITE 115, LGL 125, or faculty approval. Lecture 3 hours per week.

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 115, LGL 125, or faculty approval

Course Objectives:
Upon completing the course, the student will be able to
a. Use database management systems;
b. Use office management programs;
c. Use case management programs;
d. Perform calendaring, docketing, timekeeping, and billing;
e. Use word processing tools;
f. Use spreadsheet programs;
g. Use the Internet, the cloud, and electronic mail in the practice of law; and
h. Understand and perform functions of computerized litigation support.

Major Topics to Be Included:
a. Database Management Systems
b. Legal Timekeeping and Billing
c. Case Management
d. Litigation Support Software
e. The Internet, the Cloud, and Electronic Mail
f. Office Management Software
g. Trial Graphics

Effective Date of Course Content Summary: July 14, 2014