

**J. Sargeant Reynolds Community College**  
**Course Content Summary**

**Course Prefix and Number: LGL 295**

**Credits: 3**

**Course Title:** Information Systems for the Paralegal

**Course Description (including lecture hours, lab hours, total contacts)**

Covers Westlaw, Lexus/Nexus, legal software packages and utilizing the internet in the practice of law. Lecture 3 hours per week.

**General Course Purpose**

For students to learn the use of computer information systems in the legal profession, computerized legal research, litigation support, calendaring and docketing, timekeeping and billing.

**Course Prerequisites/Corequisites** (*Entry-level competencies **required** for enrollment*)

Successful completion of English Placement Test or evidence of ENG 111 or its equivalent, ITE 115, and LGL 125.

**Course Objectives** (Each item should complete the following sentence.)

Upon completing the course, the student will be able to:

1. Understand and utilize Westlaw
2. Understand and utilize Lexus/Nexus
3. Perform computerized legal research
4. Perform calendaring, docketing, timekeeping and billing
5. Understand the internet and electronic mail in the practice of law
6. Understand and perform functions of computerized litigation support

**Major Topics to be Included**

1. Westlaw
2. Lexus/Nexus
3. Database Management Systems
4. Legal Timekeeping and Billing
5. Case Management and Docket Control Software
6. Litigation Support Software
7. Internet and Electronic Mail
8. CD-Rom Databases

**Effective Date of Course Content Summary (Month, Date Year):**

August 16, 2008