Course Outcome Summary

LAW 175
Law Office Technology

Course Information

Division	**Business Division**
Contact Hours	**45 Contact Hours**
Theory	**45 Contact Hours**
Lab Hours	**0 Contact Hours**
Off-Campus Clinical Hours	**0 Contact Hours**
Total Credits	**3 Credit Hours**

Prerequisites:
CIS 130

Course Description:
This course is designed to provide exposure to students in legal specific software in the areas of case management, time entry and billing, and trial presentation. Students will develop an understanding of rapidly developing role of software in the area of legal data, eDiscovery, and information governance.

This course is a required core course for students pursuing an AAS in Paralegal.

Program Outcomes
    A. Communicate effectively both orally and in writing.
    B. Demonstrate computer competency including technology commonly used in law offices.
    C. Explain the concepts of and engage in legal research, including computer-based legal research.
    D. Explain and apply the standards of conduct, including ethics, expected of the legal professionals.
    E. Articulate the structure of the legal system and the paralegal's duties and responsibilities for the delivery of legal services within that system.
    F. Demonstrate knowledge of substantive and procedural law including applying that knowledge to factual scenarios.
    G. Prepare legal documents using proper legal reasoning and analysis of issues, facts, and law.

Course Outcomes
In order to evidence success in this course, the students will be able to:

1. Gain familiarity with existing forms of legal technology and be exposed to new technology emerging on the market and its role in changing the legal industry as a whole.
   Applies To Program Outcome: B

2. Demonstrate ability to perform common tasks for opening up a new client matter in the billing/case management software program.
   Applies To Program Outcome: B

3. Demonstrate ability to perform common tasks for electronic communication, including the importance of email security and calendar management.
   Applies To Program Outcome: B

4. Explain the basics of e-discovery, including basic terminology, and how to perform common tasks using e-discovery software program.
   Applies To Program Outcome: B

5. Explain the basics of trial presentation software and how it can be used at trial.
   Applies To Program Outcome: B

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