



Western Technical College

10110135 Legal Technology

Course Outcome Summary

Course Information

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| Description | This course for Paralegal majors will provide learners with practical knowledge of the application of computers in the legal environment. The course will consist of hands-on experience in the application of legal software and the internet to the current practice of law. |
| Career Cluster | Law, Public Safety, Corrections and Security |
| Instructional Level | Associate Degree Courses |
| Total Credits | 3 |
| Total Hours | 54 |

Textbooks

No textbook required.

Learner Supplies

National Society for Legal Technology 1 Year Membership. **Vendor:** Campus Shop. Required.

Success Abilities

1. Refine Professionalism: Improve Critical Thinking

High Impact Practices

1. Industry Credential or Certificate: by the end of this course, you will develop the skills necessary to obtain an industry-recognized certificate or credential.

Program Outcomes

1. Process legal documents

Course Competencies

1. Perform law office practice and management tasks using legal software.

Assessment Strategies

- 1.1. by passing an examination
- 1.2. by completing a project

Criteria

You will know you are successful when:

- 1.1. you demonstrate knowledge of the subject matter by passing an examination
- 1.2. you complete law office practice and management software tasks

Learning Objectives

- 1.a. Demonstrate the ability to operate practice management software
- 1.b. Identify the components of practice management software
- 1.c. Explain the types of practice management software.

2. Perform case management tasks using software

Assessment Strategies

- 2.1. by passing an exam
- 2.2. by completing a project

Criteria

You will know you are successful when

- 2.1. you complete case management software tasks
- 2.2. you demonstrate knowledge of the subject matter by passing an exam

Learning Objectives

- 2.a. Demonstrate of the use of case management software by completing tasks.
- 2.b. Explain the elements of case management software.

3. Perform trial management and E-Discovery projects using legal software.

Assessment Strategies

- 3.1. by passing an examination
- 3.2. by completing a project

Criteria

You will know you are successful when:

- 3.1. you complete a trial management project
- 3.2. you complete an electronic discovery/computer forensics software project
- 3.3. you determine the elements for trial management software

Learning Objectives

- 3.a. Demonstrate the use of trial management software to complete tasks
- 3.b. Demonstrate the use of e-discovery software to complete tasks

4. Use document management software to perform tasks.

Assessment Strategies

- 4.1. by passing an exam
- 4.2. by completing a project

Criteria

- 4.1. you demonstrate knowledge of the subject matter by passing an examination
- 4.2. you complete law office practice and management software tasks

Learning Objectives

- 4.a. Demonstrate the ability to operate practice management software
- 4.b. Identify the components of document management software
- 4.c. Analyze the elements of the various document management software.