

# North Hennepin Community College

## PLEG 1210: Computer Applications in the Legal Profession

### A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites:

This course requires the following prerequisite

PLEG 1111 - Introduction to Law and Paralegal Studies

Corequisites: None

MnTC Goals: None

This course presents a study of the computer software commonly used in legal organizations, including programs in word processing, spreadsheets, database management systems, timekeeping and billing, case management and docket control, litigation support, presentation graphics, and electronic mail. Students will also study legal ethics as applied to the use of computer technology in the law office. CIS 1000 or knowledge of keyboard recommended. Prerequisite: PLeg 1111

**B. COURSE EFFECTIVE DATES:** 01/12/2006 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. a. Word processing (Word)
- b. Spreadsheets (Excel)
- c. Database management systems (Access)
- d. Timekeeping and billing (PCLaw)
- e. Case management and docket control
- f. Litigation support/E-Discovery (CaseMap & Discover FY)
- g. Presentation graphics (PowerPoint)
- h. E-mail and Online research (Google Scholar)
- i. Legal ethics as applied to the use of technology in the law office

### D. LEARNING OUTCOMES (General)

1. Successfully complete introductory level exercises utilizing software designed for word processing, spreadsheets, database management, timekeeping and billing, case management and docket control, litigation support, presentation graphics, and electronic mail (NHCC ELOs 1, 2, 4; Program Goal 1, Program Goal 6, Program Goal 7).
2. Demonstrate an understanding of the concept of legal ethics as it applies to the use of technology in the law office (ELO 3, Program Goal 2)

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

## **G. SPECIAL INFORMATION**

1. Knowledge of Human Cultures and the Physical and Natural World--Through study in the sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.
2. Intellectual and Practical Skills--Including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.
3. Personal and Social Responsibility and Engagement--Including: Civic knowledge and involvement--campus, local and global; Intercultural knowledge and competence; Ethical reasoning and action; Foundations and skills for lifelong learning.
4. Integrative and Applied Learning--Including: Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community.