NorthWest Arkansas Community College Division of Social and Behavioral Sciences, Education and Wellness, Legal and Protective Services

LEGL 2923 (Computers in the Law)

Catalog Description:

This course is designed to allow the student to apply knowledge of computer hardware, software, and cloud based applications commonly used in the legal field to the development, maintenance and updates of hypothetical case files, as well as the business-related management functions of the law office.

Prerequisites:
None

Credit hours/Contact hours/Load hours:
3/3/3

Course Specific Learning Outcomes and College-Wide Learning Objectives:

To accomplish the following NWACC and course outcomes, students should read and complete all course assignments, make a sincere effort to be actively involved, and should work cooperatively with other students and the instructor.

Course Specific Learning Outcomes:

By completing this course of study, the student will:

- Identify the different types of computer systems in a law office and describe their functions
- Explain ethical guidelines and practices in the management of a law firm, especially how it relates to client confidentiality, avoiding client conflicts and the security of hard copy and electronically stored information
- Demonstrate knowledge of computer software applications utilized for word processing, spreadsheets, database management, PowerPoint, litigation support, electronic filing, and time and billing
- Apply knowledge of the computer systems in litigation support and case management
- Analyze a hypothetical case and perform appropriate computer assisted, legal and factual research
- Demonstrate knowledge of electronic filing procedures; Design the computer management systems for an effective law practice