ALEXANDRIA TECHNICAL AND COMMUNITY COLLEGE

LEGL 2620: Legal Technology

A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: 1
Lab Hours/Week: 4
OJT Hours/Week: *
Prerequisites: None
Corequisites: None
MnTC Goals: None

This course explores the use of technology in the legal field. Using software simulation technology, students will explore software developed for client management, case management, document sharing and collaboration, case analysis, and trial preparation specific to the legal environment. Students will also learn skills particular to the legal environment in common Microsoft applications and will prepare legal documents using dictation transcription software. Strongly recommend prior completion of ADMN1513, LEGL1601, and LEGL1602.

B. COURSE EFFECTIVE DATES: 03/19/2020 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Develop Adobe skills relevant to the preparation and electronic filing of legal documents.
2. Develop document collaboration and case management skills using software simulation.
3. Develop software skills relevant to litigation management.
4. Develop software skills relevant to trial presentation.
5. Examine software that support the discovery and e-discovery process.
6. Develop spreadsheet skills.
7. Use Microsoft Suite functions specific to the preparation of legal documents.
8. Transcribe spoken word to written format.

D. LEARNING OUTCOMES (General)

1. The learner will demonstrate software skills relevant to document creation, collaboration, management, and eFiling.
2. The learner will demonstrate software skills relevant to the litigation process, discovery, and trial presentation.
3. The learner will demonstrate the ability to transcribe and prepare documents.

E. MINNESOTA TRANSFER CURRICULUM GOAL AREA(S) AND COMPETENCIES

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted