

Level of qualification:

First cycle (EQF level 6) - Bachelor

Study cycle:

Legal Services

Course Unit: **9242505 -**

Information Technologies applied to Legal Services

Year 1

Semester 1

ISCED Code: 482

ECTS: 5,0

Type of Course Unit: Compulsory **Delivery Mode:** Face-to-face

Language of Instruction: Portuguese

COURSE COORDINATOR: Elsa da Piedade Chinita Soares Rodrigues

HOURS OF WORK

| TOTAL HOURS | Contact Hours | | | | | | | | Hours in autonomous work |
|-------------|---------------|---------------------|-------------------------------|------------|---------|------------|-------------------|-------|--------------------------|
| | Theory | Theory and practice | Practical and laboratory work | Field work | Seminar | Internship | Tutorial guidance | Other | |
| 125 | | 30 | 30 | | 30 | | 0 | | 65 |

Prerequisites (if applicable): not applicable

LEARNING OUTCOMES (knowledge, skills and competence)

We live in the age of technology, where the demand for knowledge grows exponentially, which implies a change in the behavior of society, the society of information technology and information technology is constantly evolving. Increasingly, technologies supported by the internet, Web applications, e-mail, task scheduling, electronic invoice, digital signature, legal information and documentation, legal information retrieval techniques, legal databases, national and European, are examples of the advantages that these new technologies contribute to solicitors. At the end of the course, students should be familiar with the fundamental concepts related to: 1- Information management; 2 - Computer tools to support the Legal Services; 3 - Legal database Concept.

CONTENTS

This curricular unit focuses on Information Technology (IT) and emphasizes the Information Systems, data basis, as well as to Electronic Office, Protection of Personal Data, the Privacy of Electronic Communication, Documents and Electronic Signatures as well as for Cybercrimes repression.

DEMONSTRATION OF THE CONTENTS COHERENCE WITH THE COURSE UNIT'S LEARNING OUTCOMES

The curricular unit of "Information Technologies Applied to Legal Services" aims to provide the student with solid knowledge in the area of information and communication technologies, providing openness to new technologies, endowing the student with the competence to use information technology in a professional context, in a correct and effective information management. In this way, it allows students to: Be familiar with the fundamental concepts related to information management guarantee the fulfillment of the programmatic contents of point 1. Recognize the importance of databases in the identification and resolution of practical problems guarantee the fulfillment of most of the syllabus contents of points 3, 4 and 5. Be trained in the use of Microsoft's day-to-day tools, thus ensuring compliance with point 2. Use privacy in electronic communications and data protection, which guarantees compliance with points 6 and 7.

TEACHING METHODOLOGIES

The face-to-face teaching will be based on the respective page on the Moodle platform, where information and content are made available, as well as the learning activities carried out, the platform will also be used for the interaction between the teacher (s) and the students through forums, Wiki, or other online platforms to support knowledge sharing. The contact hours will be mainly dedicated to the debate of themes and to the exercise of knowledge application. Computer labs include expository classes; carrying out practical exercises.

DEMONSTRATION OF THE COHERENCE BETWEEN THE TEACHING METHODOLOGIES AND THE LEARNING OUTCOMES

Given the homogeneity of the objectives of the various courses , unified methodology in learning-centered problems to be solved by the students , with the support of Information and Communication Technologies is the most coherent , logical and allows greater efficiency . Research and / or detailed study on a subject outside the classroom allows promote self-employment , so it can be applied to any learning objective . Lectures , practical exercises a allow reach most of the objectives of the course.

EVALUATION METHODS

The evaluation will include: The continuous evaluation (participation in activities, projects and mini-tests), the evaluation in the standard period and the evaluation of the resource period contemplates the improvement of one or more moments of the continuous evaluation.

MAIN BIBLIOGRAPHY

- 1- Telmo Henriques, FCA - Gestão de Sistemas de Informação 2019, Editora de informática, Lda(FCA)
- 2- Luís Silva Rodrigues, FCA - Utilização do Excel para Economia e Gestão, Ed. Lda(FCA)
- 3- Paulo C. Marques & Nuno Costa Fundamental do Word 2013, Editora de Informática, Lda(FCA)
- 4- André Zúquete, Segurança em Redes Informáticas, Editora de Informática, Lda (FCA), 5ªEdição 2018;
- 5- Base de Dados Jurídicas Portuguesas:Jurisprudência dos tribunais superiores portugueses (N. Trocado da Costa); DRE - Bases Digesto (INCM); Bases Jurídico-Documentais (ex-ITIJ); Bases de dados (GDGC/PGR); Base de dados legislativa & Base de dados de jurisprudência (PGDLisboa); Leis da Justiça (DGPJ); SIDDAMB (APA); 7) Base de Dados Europeias:EUR - Lex - acesso aos atos da União Europeia, CVRIA - Pesquisa de um processo & Base de dados de jurisprudência nacional (TJUE), Base de dados HUDOC (TEDH)

Year of implementation: 2021/2022 | Date of approval by the Technical-Scientific Board: