

**Course Objectives/Course Outline**  
**Spokane Community College**

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**Course Title:** Law Office Computing

**Prefix and Course Number:** LA 120

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**Course Learning Outcomes:**

**By the end of this course, a student should be able to:**

- Prepare legal documents and correspondences in Microsoft Word using streamlining and automating functions.
- Prepare basic documents used in a law office in Microsoft Excel.
- Competently use legal case management software.
- Identify ethical issues surrounding technology in the law office.

**Course Outline:**

1. Word processing and document assembly
2. Spreadsheet software
3. Legal timekeeping and billing using Excel and legal case management software
4. Databases, case management, and docket control legal case management software
5. Ethics in relation to technology in a law office