

Course Objectives/Course Outline
Spokane Community College

Course Title: Legal Office Internship

Prefix and Course Number: LA 285

Course Learning Outcomes:

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

- Apply the knowledge learned in the classroom to a work environment
- Demonstrate professionalism in the work environment

Course Outline:

- I. OTJ experience may include:
 - A. Appropriate professional use of communication skills
 - B. Appropriate professional use of human relationship skills
 - C. Office Technology
 1. Telephone
 2. Computer
 - D. Law office docket control system
 - E. Perform conflicts of interest check
 - F. Produce professionally acceptable pleadings
 - G. Utilize Skills:
 1. Problem-solving
 2. Time management
 3. Prioritization
 4. Workload