

Print Date: 1/15/15

Course Objectives/Course Outline
Spokane Community College

Course Title: Legal Office Procedures

Prefix and Course Number: LSEC 216

Course Learning Outcomes:

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

- Understand the various components of a law office and its staff
- Build a foundation in technology and legal applications in relation to a law or legally related office

Course Outline:

- I. Introduction:
 - A. Lawyers and law office staff
 - B. Legal environment and legal technology
- II. Develop skills in:
 - A. Hardware and software support
 - B. Initial exposure to and use of legal software programs
 - C. Legal ethics and technology
 - D. Confidentiality issues
 - E. Electronic discovery and docket control
 - F. Virtual Law office
- III. Critical thinking skills and Human Relations