

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

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**Course Title:** Legal Office Practice

**Prefix and Course Number:** LSEC 233

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**Course Learning Outcomes:**

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

- Understand the use and application of decision making skills in a law office
- Develop a working knowledge of legal software and its application to a law office or legally related office.

**Course Outline:**

- I. Introduction:
  - A. Decision making
  - B. Legal office software
  - C. Legal office skills
- II. Develop skills in areas of:
  - A. Document production
  - B. PDF file creation and document assembly
  - C. Timekeeping and billing
  - D. Legal software
  - E. Litigation support software
  - F. Electronic discovery
  - G. Docket control
  - H. Computer-assisted legal research
  - I. Electronic courthouse