Course Objectives/Course Outline
Spokane Community College

Course Title:	**Legal Formatting**
Prefix and Course Number:	**LSEC 239**

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

- Understand basic legal document production and its relation to the law office, the courts, and applicable Washington Court Rules

Course Outline:

I. Introduction:
   A. Develop skills on:
      1. Personal computers
         a. Production of legal documents
         b. Proofreading and editing
         c. Legal grammar and punctuation
         d. Legal citations
II. Critical Thinking skills Development
   A. Applications