

LGS2007 : Computers in the Legal Office

This course introduces paralegal students to the uses of computer software in the law office including drafting legal documents, legal timekeeping and billing, docket control and litigation support. Other specialized legal software is introduced as appropriate. During hands-on training with macros, merges and tables, the student will use the advanced features of software document assembly and office procedure programs to complete complex operations and save time in the law office. Students will learn how to design, maintain and complete forms processing. Organizing the computer directories and files for easy retrieval and use in the law office will be covered. The course will, additionally cover Power Point presentations for trial.

Credits 4.0

Prerequisites

[LGS1001: The Legal Field: Law and Ethics](#)

[ITS1000: Computer and Internet Literacy](#)

Corequisites

[LGS1001: The Legal Field: Law and Ethics](#)