

LEGAL OFFICE PROFESSIONAL (LOP)

Courses

LOP 140 Software for Legal Assistants (4)

An essential skill in legal support role is the understanding and proficiency in computer applications commonly used in the legal environment. In this course, the student will become proficient in programs, through instruction and hands on activities. These programs include word processing, spreadsheets and legal billing and timekeeping. Students will also learn applications and procedures for case management, docket control, legal research and litigation support.