ADVANCED COMPUTER APPLICATIONS FOR THE LAW OFFICE
Course Syllabus

Course Number: LOA-0090  
OCAS Code: 8413  
Course Length: 170 Hours  
Career Cluster: Business, Management & Administration  
Career Pathway: Administrative & Information Support  
Career Major(s): Legal Office Assistant

Pre-requisites: Foundations for the Legal Office & Legal Office Procedures

Course Description: This course will provide students with advanced software skills needed for the Legal Office. The integration of state-of-the-art personal computing is done throughout the course.

Textbooks:

Course Objectives:
A. Advanced Document Processing
1. Format business and academic reports, business letters, envelopes, memos, and tables.
2. Key at least 50 words per minute on 5-minute timing with no more than 5 errors.
3. Use the ten-key numeric keypad with a minimum of 200 net strokes per minute on 3-minute timing.

B. Page Set-Up/Layout
1. Select paper source for first and following pages in document.
2. Create different odd/even and different page headers and footers.
3. Apply different page setup options to various pages or sections of a document.
4. Create and use macros; create and use custom Tool Bars.
5. Use the ten-key numeric keypad with a minimum of 200 net strokes per minute on 3-minute timing.

C. Character, Paragraph and Page Formatting
1. Apply line numbers to pages.
2. Apply different border and shading options to pages/paragraphs.
3. Work with different types of page and section breaks.
4. Determine and set custom tabs; use different types of tabs.
5. Apply other appropriate formatting to documents.
6. Create bulleted, numbered, and outline numbered list; customize lists.
D. File Management
1. Insert a separate document into an open document.
2. Use Paste Special options to embed/link text/files.
3. Use different views.
4. Summarize a document.
5. View readability statistics.

E. Advanced Table Features
1. Add, delete, copy, move rows and columns in tables.
2. Create calculations in a table.
3. Apply advanced formatting options to a table.
4. Chart a Word table; change the chart in Graph; format the chart object in Word.

F. Mail Merge
1. Identify components of a mail merge; define terminology related to mail merge.
2. Perform merge (form letters, mailing labels, envelopes, directory).
3. Create a folder; rename a folder.
4. Modify a field.
5. Insert merge fields in the main document.
6. Use an IF field to conditionally print text in a form letter.
7. Select data records to merge and print.
8. Sort data records to merge and print.
9. View merged data.
10. Display and print field codes.

G. Collaboration
1. E-Mail a document for review.
2. Insert, view, and edit comments.
3. Track changes.
4. Review tracked changes and comments.
5. Change review settings.

H. Columns
1. Format a document into multiple columns.
2. Justify a paragraph.
3. Format a drop cap.
4. Insert a column break.
5. Add a vertical rule between columns.
7. Insert a text box.
8. Change column formatting.

I. Graphics
1. Insert WordArt drawing objects; format WordArt.
2. Insert AutoShapes and symbols.
3. Insert and format floating graphics.
4. Create and format a diagram.
5. Copy, paste, size, and position graphics and diagrams.
J. Master Documents
1. Create an outline; use the Outline Toolbar.
2. Insert a subdocument in a master document; Create a subdocument in a master document.
3. Enter text and graphics as part of a master document.
4. Add a caption.
5. Create cross references.
6. Mark index entries.
8. Control widows and orphans.
9. Sort a list.
10. Use appropriate styles to allow automatic generation of a table of contents.
11. Create a table of contents.
12. Build an index.
13. Add bookmarks; go to a bookmark.
14. Create alternating headers and footers.
15. Set a gutter margin.
16. Save a master document; open a master document.
17. Use document map.
18. Update an index.
19. Update a table of contents.

Advanced Presentation Software
K. Slide Set-Up and Presentation
1. Create custom macros and Toolbar Buttons.
2. Select appropriate slide layouts and using placeholders.
3. Work with Slide and Title Masters; apply format changes to Masters.
4. Add action buttons and apply action settings; run the slide show with action buttons.

L. Editing Text/Objects
1. Add and move text.
2. Find and replace text and fonts.
3. Create a Hyperlink to a slide; run a slide show with hyperlinks.
5. Apply text formatting and spacing.
6. Work with objects.
7. Insert, size, and move Clip Art; group and ungroup a Clip Art.
8. Insert tables; enter data in tables; format tables.
9. Create, size, and format diagrams.
10. Insert charts and replace sample data.
11. Insert an Excel chart; scale and move the Excel chart.
12. Insert a Word table; scale and move the Word table.
13. Insert a chart and replace the sample data.
14. Insert an Excel chart; scale and move Excel chart.
15. Insert a Word table; scale and move a Word table.
16. Add a Hyperlink to a slide; run a slide show with hyperlinks.
17. Open a Microsoft Word Outline as a Presentation.

M. Slide Show Enhancements/Changes
1. Apply animation schemes and custom animation.
2. Change the presentation template color scheme.
3. Create custom shows.
4. Format and customize backgrounds.
5. Insert narration, sounds and movies.¹
6. Apply slide transitions.¹

N. Work with Data from Other Sources.¹
1. Insert a chart and replace the sample data.¹
2. Insert an Excel chart; scale and move Excel chart.¹
3. Insert a Word table; scale and move a Word table.¹
4. Add a Hyperlink to a slide; run a slide show with hyperlinks.¹
5. Open a Microsoft Word Outline as a Presentation.¹

O. Manage and Deliver Presentations.¹
1. E-mail a slide show from within PowerPoint .¹
2. Deliver and navigate a presentation using the Slide Show toolbar.¹
3. Set up a show for various delivery methods.¹
4. Deliver and navigate the presentation using delivery tools.¹
5. Save a presentation using the Package for CD option (use a folder or CD) .¹
6. View a packaged presentation using the PowerPoint viewer.¹
7. Rehearse and save timings.¹
8. Create and present a custom show.¹

N. Workgroup Collaboration¹
1. Display the Reviewing Toolbar and insert/edit/delete comments.¹
2. Distribute the slide show for review.¹
3. Merge slide shows.¹
4. Print comments and changes.¹
5. Review, Accept, and Reject comments and changes.¹

¹ODCTE objective

Teaching Methods:
The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures:
1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy percent (70%) or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment:
Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit:
The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.
The student must maintain a grade point average of 2.0 or better.