

**Technology in the Law Office LGL0303**

This course will introduce the student to the essentials of online legal research, by framing issues, choosing keywords and using Boolean search techniques, to refine searches on paid databases such as Lexis, as well as searching the Internet for reliable legal resources. This course will also provide "hands-on" instruction on applications used by legal professionals, including word processing, spreadsheets, document assembly, cloud computing and collaboration tools used in the practice of law. 3 Credits