



COMPUTER SKILLS AND TRADITIONAL/ON-CAMPUS COURSES(S) VERIFICATION FORM

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

(Please [X] check boxes of accomplished skills)

WORD PROCESSING

- Understand fundamentals of file management:
- Name/open/save and close file
- Copy, move and delete file
- Create Directories
Format:
- Set margins and tables
- Select fonts
- Use bold and underlining
- Use paragraph settings
- Change line spacing
Mail merge
Create footnotes
Create tables
Check Spelling/grammar
Use thesaurus
Create line-numbered pages
Move and copy text
Number pages
Create headers and footers
Create, save & convert document in .pdf format

SPREADSHEETS

- Understand distinction between cells, rows and columns
Creating and using formulas
Total numbers in columns
Sort data/columns
Print spreadsheets
Create spreadsheets/workbook
Format for numbers, currency, dates, etc.
Create headers and footers

DATABASE MANAGEMENT

- Create query or pose question
Display results of query
Sort/print results
Create reports
Enter data
Define elements of a database
Create verification/validation lists
Understand distinction between "relational" and "flat file" databases

INTERNET ACCESSING

- USE SEARCH ENGINES
- Advanced searches
- Downloading
- Bookmarks
- Research, legal/non-legal
- Awareness of internet security issues

E-MAIL

- Use e-mail
- Sending/receiving attachments
- Creating/using address books
- Use of appropriate language/grammar/etiquette
- Creating/using task lists
Calendarizing meetings

PRESENTATION SOFTWARE

- Microsoft Power Point (or equivalent)

Student states that he/she has met with a Paralegal Program advisor and has been advised that the program Advisory Committee recommends that all students earning an ATA Paralegal Degree, and Advanced Paralegal Certificate, or a Medical Paralegal Certificate have sufficient knowledge and skills in the areas listed above. By checking the boxes the student states that he/she has proficiency in those skill areas.

In addition to the 10 credit hours earned in Civil Procedure (LEGAL 205) and Legal Research (LEGAL 210), student further states that he/she has earned at least 5 credit hours in the following TRADITIONAL/ON-CAMPUS course(s) (not an online Legal class or the Legal 200-telecourse, and not Legal 291 Internship).

\_\_\_\_\_, LEGAL \_\_\_\_\_ (Name of Course) (Quarter and Year Taken) (Credits)

\_\_\_\_\_, LEGAL \_\_\_\_\_ (Name of Course) (Quarter and Year Taken) (Credits)

Advisor's Signature Date Student's Signature Date

STUDENTS MUST SUBMIT THIS FORM DIRECTLY TO ENROLLMENT SERVICES WHEN COMPLETE