



CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Fall 2022	COURSE NO: LAW 115	
INSTRUCTOR:	COURSE TITLE: Legal Document Processing	
OFFICE: Local: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT

Three hours of class time delivered virtually or in-person, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams.

COURSE PREREQUISITES/CO-REQUISITES

None

CALENDAR DESCRIPTION

Using a PC, students will be introduced to advanced word processing concepts through document generating applications normally part of the day-to-day operations in a legal office. The student will also be exposed to various legal software applications.

REQUIRED TEXTS AND/OR RESOURCES

- **Cirrus for Benchmark Word 365/2019 Level 2 and Marquee Excel and Word 365/2019**
ISBN: 9781792459061
Format: **Cirrus Access (See e-Learn for purchase instructions)**
- **Computer**

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

1. Prepare and format commonly used documents in a law office using Microsoft Word.
2. Understand Adobe, e-discovery and document management software.
3. Prepare appropriate documents for legal correspondence.
4. Make decisions regarding appropriate templates and formatting for legal documents.
5. Work with others to resolve decisions and procedures necessary to complete legal documents.
6. Discuss current events from newspapers and the internet concerning appropriate formatting for legal documents, including understanding the impact of the new court rules in BC on legal documents.

COURSE CONTENT

Week	Content
1	Introduction to course, computers, file management, e-Learn Introduction to advanced word processing
2	Continuation of advanced word processing
3	Continuation of advanced word processing
4	Introduction to Legal Correspondence
5	Introduction to Affidavits Quiz 1 – Legal Correspondence
6	Quiz 2 – Affidavits Review for mid-term exam
7	MID-TERM WEEK
8	Introduction to Legal Instruments
9	Quiz 3 – Legal Instruments Excel
10	Excel continued
11	Introduction to Adobe
12	Introduction to e-discovery software
13	Introduction to document management software
14-15	FINAL EXAM PERIOD

EVALUATION PROFILE

Quiz #1 – Legal Correspondence	15%
Quiz #2 – Affidavits	15%
Quiz #3 – Legal Instruments	15%
Midterm Exam	30%
Adobe	5%
E-discovery	5%
Document Management	5%
Professionalism (determined by completion of all assignments)	10%
Total:	100%

***Participation/Professionalism:**

- Participation is important and is factored into this grade – points may be deducted for a lack of professionalism. Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructor. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in the Faculty of Business & Professional Studies. Students should have respect for equipment and systems. Students should display a constructive response to criticism.
- Participation is a combination of quantity (attendance, being present for teamwork discussions) and quality (preparedness, insightfulness, and respect for others). Attendance and participation in class discussion and small group exercises is required. Students will participate fully in all activities, practice skill demonstrations, peer feedback, simulations and discussions by questioning, referring to course readings/theories and relevant, personal experiences. This includes completing the assigned text readings and review exam activities PRIOR to class.
- It is important to demonstrate a professional courtesy by letting your instructor and team know you will be away prior to class.

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete “I” are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

Attendance

Students are expected to attend all classes and associated activities.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for note-taking only.

On-line Communication (email, e-Learn etc.)

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or e-Learn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.