

COURSE OUTLINE



TERM:	FALL 2014	COURSE NAME:	Computer Applications for the Legal Office I
INSTRUCTOR:		COURSE NO:	LGST 127
E-MAIL:		SECTION NO.:	
PHONE:		COURSE CREDITS:	3
OFFICE:			
INSTRUCTIONAL HRS PER WEEK:	3	LABORATORY HRS PER WEEK:	1.5

COURSE PREREQUISITES: none

REQUIRED TEXT:

Rutkosky, Nita and Denise Seguin. Microsoft Word 2010– Marquee Series. St. Paul.: Paradigm Publishing, Inc. 2007.

Sharp, Walter, Anthony Ounzock & Otto Santos. Key Champ. Cincinnati: ITP Nelson, 1999.

Voucher Card for Student Notes – to be purchased in bookstore.

COURSE DESCRIPTION:

This course introduces students to basic and intermediate word processing concepts using Microsoft Word. Students will gain proficiency working with the software by producing a variety of legal documents formatted according to current legal office standards.

COURSE FORMAT AND EXPECTATIONS:

Students will attend two, 1.5 hour classes per week and one, 1.5 hour lab per week. The first class will be used for keyboarding and introducing new materials. The second class will be used to apply the new concepts to legal documents. The lab will be used to complete keyboarding and practical demonstrations of concepts.

COURSE OUTCOMES:

GENERAL OUTCOMES:

This course introduces students to basic and intermediate word processing concepts using Microsoft Word. Students will gain proficiency working with the software by producing a variety of legal documents formatted according to current legal office standards.

SPECIFIC STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, students should be able to demonstrate competence in the following abilities and skills:

ABILITIES	LEARNING OUTCOMES	LEVELS *
COMMUNICATIONS	C1. Create properly formatted correspondence, legal accounts, court documents, legal instruments and corporate documents C2. Recognize and correct spelling and grammar errors when they occur. C2. Critique and edit work for correctness of format and content.	1-2
ANALYSIS AND DECISION-MAKING	A1. Use Word features effectively in the creation of documents for use in the legal environment. A2. Use Merge as required in the creation of form letters and corporate documents. A3. Use Tables effectively in the creation of documents for use in a legal environment A4. Use formulas to create Statements of Account A5. Use proper file management systems in order to be able to quickly and efficiently save and retrieve documents. A6. Troubleshoot and resolve basic operational problems that are a part of learning and working with computers.	1-2 1-2 1-2 1-2 1-2
SOCIAL INTERACTION	S1. In groups make decisions about the format and content in the creation of a precedent manual.	1-2

*See Faculty of Business – Our Commitment to Assessment and Constructive Feedback for description of the six “Levels” of Comprehension.

EVALUATION PROFILE:

Assessment	Learning Outcomes Assessed			
	% Of Total Grade	Communications	Analysis & Decision Making	Social Interaction
Mid-term	25%	√	√	
In-Class Practical Demonstration #1	7.5%	√	√	
In-Class Practical Demonstration #2	7.5%	√	√	
In-Class Practical Demonstration #3	7.5%	√	√	
In-Class Practical Demonstration #4	7.5%	√	√	
In-Class Practical Demonstration #5	7.5%	√	√	
Final Exam	12.5%	√	√	
Precedent Manual	10%	√	√	√
Assignments	5%	√	√	√
Keyboarding Skills	10%	√		

COURSE CONTENT AND SCHEDULE

WEEK	CONTENT	TEXT AND READINGS
1	<ul style="list-style-type: none"> ◆ Course Outlines ◆ Getting Started with Key Champ ◆ Introduction to Moodle ◆ Understanding File Management ◆ Creating and Editing a Document Inserting, Replacing, Deleting and Highlighting Text; Using Undo and Redo; Spelling, Grammar and Thesaurus; Close, Save, Print and Preview a Document; Use a Template Wizard; AutoText and AutoCorrect; Insert date & time; Create & rename a folder. 	Key Champ Drills Microsoft Word 2010 Section 1 <i>(Pages 1 – 36)</i> See your instructor for a list of the exercises to be completed in this section
2	<ul style="list-style-type: none"> ◆ Formatting Characters and Paragraphs Use Dialogue and/or Format Painter to Change Fonts and Font Effects; Align, Indent and Adjust Spacing in Words and Paragraphs; Inserting Bullets, Numbers and Symbols; Setting Tabs and Tabs with Leaders; Borders; Shading; 	Section 2 <i>(Pages 37 - 76)</i> See your instructor for a list of the exercises to be completed in this section

WEEK	CONTENT	TEXT AND READINGS
	Styles.	
3	<ul style="list-style-type: none"> ◆ Formatting and Enhancing a Document Find and Replace Text and Formatting Codes, Reveal Formatting, Cut, Copy and Paste Text; Use the Clipboard Task Pane, Inserting Page Break and Page Numbers; Changing Margins and Page Orientation; Arrange Windows; Modify Document Properties, Vertically Align text; Insert, size & move images and Word Art; Use drawing tool bar; Prepare envelopes & labels. 	<p>Part 3 (Pages 77 - 120) See your instructor for a list of the exercises to be completed in this section</p>
4	<ul style="list-style-type: none"> ◆ Enhancing the Appearance of a Document ◆ Create, Modify, Move and Format a Table; Convert Text to Table, Create, Insert and Modify Headers and Footers; Insert a Section Break; Compose & Merge Documents; Track, accept, reject changes and use comments. 	<p>Section 4 (Pages 121 - 165) See your instructor for a list of the exercises to be completed in this section</p>
5	<ul style="list-style-type: none"> ◆ Review Word and Tables ◆ In class Tables assignment 	
6	<p>Precedent Manual Introduction</p> <ul style="list-style-type: none"> ◆ Formatting Memos ◆ Formatting Business Letters and Envelopes <p>General Correspondence Assignment Memos Letters Envelopes and Labels</p>	<p>Document Formatting Notes</p> <p style="text-align: center;">Student Notes</p>
7	<p>Mid-Term: Word Legal Document formatting begins. Legal Letters</p>	
8	<ul style="list-style-type: none"> ▪ Court documents Practical Demonstration #1 - Business Letters & Memos 	
9	<ul style="list-style-type: none"> ▪ Legal Accounts Practical Demonstration #2 - Legal Letters 	
10	<ul style="list-style-type: none"> • Corporate documents Practical Demonstration #3 - Court Documents 	
11	<ul style="list-style-type: none"> ▪ Legal Instruments Practical Demonstration #4 - Legal Accounts 	
12	Update Precedent Manual documents	
13	<ul style="list-style-type: none"> ◆ Precedent Manual due Practical Demonstration #5 - Corporate Documents 	Precedent Manual
14 and 15	Final Exam Week (Legal Instruments)	

UNIVERSITY POLICIES AND EMERGENCY PROCEDURES

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

Emergency Procedures are posted in every classroom. Students are directed to review these.

FACULTY OF BUSINESS AND PROFESSIONAL STUDIES POLICIES

In addition to the policies of the University, the Faculty of Business and Professional Studies has the following policies governing the management of our classes and curriculum.

Attendance

Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.

Cheating and Plagiarism

Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Cheating includes permitting another person to use one's work as his or her own. Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. Information about how to avoid plagiarism by proper documentation of sources is available in the Library, the Writing Centre and is published on the University website.

Penalties for Cheating and Plagiarism

A grade of '0' for an examination, quiz or assignment or 'F' for the course may be assigned if cheating or plagiarism has taken place. First incidents deemed by the instructor to be particularly serious or second or subsequent incidents of cheating and plagiarism will be dealt with under the provisions of the University Policy on Cheating and Plagiarism (see the University website). All students should familiarize themselves with the University Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.

Incomplete Grades

Incomplete grades will not be given unless special arrangements have been made with the instructor prior to the date set by University Administration.

Professional Behaviour

Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. 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.

Copyright Policy

Students are expected to familiarize themselves with and abide by the University's Copyright Policy. The University's Copyright Policy is published on the University website.

SCHOOL OF LEGAL STUDIES POLICIES

In addition to the University and Faculty of Business and Professional Studies policies, the School of Legal Studies has the following policies governing the management of our classes and curriculum.

Missed Exams and Quizzes

Missed exams or quizzes will receive a grade of "0" unless PRIOR arrangements (wherever possible) are made with the instructor. Permission to make up an exam will only be given in extraordinary situations such as illness of the student or the death of a close family member. A doctor's certificate, or other proof supporting the reason for the absence, may be required.

English Usage

All assignments are marked for correct English usage, proofreading and formatting.

LEGAL ADMINISTRATIVE ASSISTANT CERTIFICATE COURSE LEVEL POLICIES

In addition to University, Faculty of Business and Professional Studies, and School of Legal Studies policies, the following policies govern the management of this Paralegal Program course and its curriculum.

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%		

Assignments

Homework assignments are due at the **start of class** on the due date unless otherwise advised by your instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.

Participation Grades

If course participation is part of the evaluation profile, the grade is based on the student's participation in weekly classroom or online discussion forums. Both the frequency and the quality of the student's comments, questions and observations are important factors in determining course participation. The quality of participation is determined by, among other things, the relevance, insight and clarity of the remarks. Course participation is also determined by the student's willingness to work with other classmates in a productive, prompt and respectful manner.

In-Class Testing

Please note that the use of electronic tools such as calculators and cell phones, or other resources such as written materials, is not allowed during tests, quizzes, and exams, unless expressly authorized by the instructor.

Express additional clarification/expansion of departmental or course level policies may be provided at the discretion of the instructor.



CAPILANO UNIVERSITY VISION, MISSION AND GOALS

UNIVERSITY VISION

Students are drawn to our dynamic and unique programs, passionate faculty, welcoming staff, and close-knit learning environment; graduates are independent learners, thinkers, and doers actively contributing to their communities.

UNIVERSITY MISSION STATEMENT

We are a teaching-focused university offering a wide range of programs and services that enable students to succeed in their current studies, in their ongoing education, in their chosen careers, in their lifelong pursuit of knowledge, and in their contribution as responsible citizens in a rapidly changing and diverse global community.

UNIVERSITY GOALS

Arising from the Mission statement, the Institutional Goals are broadly defined as the general areas of success that are desired for all students. From the Mission, the Institutional Goals are:

- Student success in ongoing education
- Student success in chosen career
- Student success in lifelong pursuit of knowledge
- Student success in contributing as responsible citizens in a rapidly changing and diverse global community

In order to support student success in these areas, the institution has identified seven broad learning outcomes for students in all programs.

These **institutional student learning outcomes** are:

1. Self-directed learning, awareness, and responsibility
2. Up-to-date information gathering and research skills
3. Communication skills
4. Quantitative reasoning ability
5. Group and social interaction skills
6. Creative, critical, and analytical thinking skills
7. Community/global consciousness and responsibility



FACULTY OF BUSINESS AND PROFESSIONAL STUDIES

MISSION STATEMENT

To provide students with the necessary skills and abilities to be immediately effective in their employment or further studies, and to possess a sound basis for future progression in their chosen career, in the lifelong pursuit of knowledge, and in their contribution as responsible citizens in a rapidly changing and diverse global community.

OUR COMMITMENT TO SKILLS AND ABILITIES

The Faculty of Business & Professional Studies, through the delivery of this course, is committed to the development of skills so that students can perform the tasks of this discipline in an efficient and effective way.

In addition, through the delivery of all courses, the Faculty is committed to the development of core 'abilities' that will prepare students for future career progression in a chosen field. A well rounded graduate, in addition to being able to perform certain tasks, will have the following CAPabilities;

CAPability	Description
Communication	Selects, uses and integrates oral and written communication skills to develop informative, explanatory and persuasive presentations to a variety of audiences, demonstrating qualitative, quantitative and technological literacy.
Analysis and Decision-Making	Brings a unique perspective to the analysis of organizational issues through systematic thinking and the application and adaptation of frameworks and tools that assist decision-making
Social Interaction	Uses appropriate interpersonal and group theory to deal with interpersonal, team, stakeholder and professional situations to inform, persuade and influence others.
Citizenship and Global Perspective	Understands corporate social responsibility within organizational contexts and the social role and impacts of organizations. Integrates personal, professional and community values in a decision-making context as a member of an organization. Works effectively with interdependence and diversity by framing issues in the broader global context, understanding the social and cultural roots of business, governments and other organizations and by providing managerial support as part of a global strategy.

OUR COMMITMENT TO ASSESSMENT AND CONSTRUCTIVE FEEDBACK

The Faculty of Business & Professional Studies is committed to providing feedback that rewards excellence and motivates personal development. We use a mixture of personal, peer and professional assessment so that students have a diverse view of their progress in skills and abilities development. It is important to use feedback to enhance the quality of learning.

The assessment model is designed to give a fair reflection of the letter grade earned, as well as a road map for personal skill and ability development. For each skill and ability in the course students will be assessed as to the level of comprehension demonstrated. Grades are a function of how students have met course expectations as to those levels of comprehension.

SIX "LEVELS" of comprehension

KNOWLEDGE	
1. Recognize	Be able to identify the components of a framework or tool.
2. Define	Be able to describe the aspects of the components of the framework or tool.
APPLICATION	
3. Use	Be able to manipulate the framework or tool to cause a result.
4. Interpret Results	Be able to understand the result of the manipulation in a meaningful way.
JUDGMENT	
5. Situational Use	Be able to identify situations where the framework or tool should be applied, and then apply the framework or tool, including using the results effectively.
6. Adaptation	Be able to creatively adapt the framework or tool such that its use will be maximized in a given situation.



LEGAL ADMINISTRATIVE ASSISTANT CERTIFICATE School of Legal Studies

MISSION STATEMENT

The mission of the Legal Administrative Assistant program is to provide students with the skills, knowledge and abilities required to work successfully as a legal administrative assistant and to create an interest in life-long learning in their chosen field.

This mission supports the mission of the University to enable student success as a valuable contributing member of the legal field.

PROGRAM OUTCOMES

Knowledge

To provide an overview of the various legal documents and procedures in a legal practice or other organization and to provide students the opportunity to develop effective interpersonal and leadership skills.

Skills

To provide opportunities for students to apply learned skills in the legal environment

Values

This program values opportunities for students to learn to respect the diverse personalities in an office environment and for students to understand the code of ethics required to work in the legal environment

STUDENT LEARNING OUTCOMES

Students completing this program will:

1. Apply communication, problem solving and conflict resolution skills towards an organization's overall effectiveness.
2. Effectively communicate in writing by composing business correspondence and legal documents.
3. Demonstrate proficiency working with IBM compatible software to produce a variety of correctly formatted legal documents from written and digitally recorded material.
4. Apply analytical skills to correctly identify and prepare documents for litigation, Wills creation and probating, Family Law, Corporate Law, Securities and basic conveyancing.
5. Demonstrate computation skills through the creation of legal accounts and Vendor's and Purchaser's statements of adjustment
6. Demonstrate appropriate work ethic and entry-level job skills during a two week practicum placement with a law firm or government agency.