



COURSE OUTLINE			
TERM: Fall 2022		COURSE NO: LGST 127	
INSTRUCTOR:		COURSE TITLE: Computer Applications for the Legal Office I	
OFFICE:	LOCAL:	SECTION NO(S):	CREDITS: 3.0
E-MAIL:	@capilanou.ca		
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

Students will attend two, 1.5 hour classes per week and one, 1.5 hour lab per week for 15 weeks via in person or online delivery. 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 PREREQUISITES/CO-REQUISITES

None

## CALENDAR 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.

## REQUIRED TEXTS AND/OR RESOURCES

- **For Microsoft Word:**  
e-Book: Cirrus for Marquee Series: Microsoft Word 365/2019, ISBN: 9780763888213<sup>1</sup>  
Refer to the course site on eLearn for the instructions on how to purchase this book online.
- **For Keyboarding:**  
Access code: Skillbuilding Mastery, Barbara G. Ellsworth, Ellsworth Publishing Co.  
Refer to the course site on eLearn for the instructions on how to purchase this access code online.

## COURSE STUDENT LEARNING OUTCOMES

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

1. Use Word features effectively in the creation of documents for use in the legal environment.

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<sup>1</sup> In print, this is: Rutkosky, Roggenkamp & Rutkosky, *Marquee Series: Microsoft Word 365, 2019 Edition* (St Paul: Paradigm, 2020). The ISBN is 978-0-76388-691-2.

2. Use mail merge as required in the creation of form letters and legal letters.
3. Create properly formatted business correspondence, legal correspondence, court documents, and legal instruments.
4. Use proper file management systems in order to be able to quickly and efficiently save and retrieve documents.
5. Troubleshoot and resolve basic operational problems that are a part of learning and working with computers.
6. Make decisions about the format and content in the creation of a precedent manual.

**COURSE CONTENT**

WEEK	CONTENT	TEXT AND READINGS
1	<ul style="list-style-type: none"> <li>◆ Course Outlines</li> <li>◆ Getting Started with Key Champ</li> <li>◆ Introduction to Moodle</li> <li>◆ Understanding File Management</li> <li>◆ <b>Creating and Editing a Document</b> 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 &amp; time; Create &amp; rename a folder.</li> </ul>	<p>Key Champ Drills <b>Microsoft Word 2019</b> <b>Section 1</b></p> <p>See your instructor for a list of the exercises to be completed in this section</p>
2	<ul style="list-style-type: none"> <li>◆ <b>Formatting Characters and Paragraphs</b> 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.</li> </ul>	<p><b>Section 2</b></p> <p>See your instructor for a list of the exercises to be completed in this section</p>
3	<ul style="list-style-type: none"> <li>◆ <b>Formatting and Enhancing a Document</b> 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 &amp; move images and Word Art; Use drawing tool bar; Prepare envelopes &amp; labels.</li> </ul>	<p><b>Part 3</b></p> <p>See your instructor for a list of the exercises to be completed in this section</p>
4	<ul style="list-style-type: none"> <li>◆ <b>Enhancing the Appearance of a Document</b></li> <li>◆ Create, Modify, Move and Format a Table; Convert Text to Table, Create, Insert and Modify Headers and Footers; Insert a Section Break;</li> </ul>	<p><b>Section 4</b></p> <p>See your instructor for a list of the exercises to be completed in this section</p>

	<ul style="list-style-type: none"> <li>◆ Compose &amp; Merge Documents; Track, accept, reject changes and use comments.</li> </ul>	
5	<ul style="list-style-type: none"> <li>◆ <b>Review Word and Tables</b> <ul style="list-style-type: none"> <li>● <b>In class Tables assignment</b></li> </ul> </li> </ul>	
6	<p><b>Precedent Manual Introduction</b></p> <ul style="list-style-type: none"> <li>◆ <b>Formatting Memos</b></li> <li>◆ <b>Formatting Business Letters and Envelopes</b></li> </ul> <p><b>General Correspondence Assignment</b></p> <ul style="list-style-type: none"> <li>● Memos</li> <li>● Letters</li> <li>● Envelopes and Labels</li> </ul>	Document Formatting Notes
7	<ul style="list-style-type: none"> <li>▪ <b>Mid-Term: Word</b></li> <li>▪ <b>Legal Document formatting begins.</b></li> <li>▪ Legal Letters</li> </ul>	
8	<ul style="list-style-type: none"> <li>▪ <b>Court documents</b></li> <li>▪ Practical Demonstration #1 – Business Letters &amp; Memos</li> </ul>	
9	<ul style="list-style-type: none"> <li>▪ <b>Legal Accounts</b></li> <li>▪ Practical Demonstration #2 - Legal Letters</li> </ul>	<b>Student Notes</b>
10	<ul style="list-style-type: none"> <li>▪ <b>Corporate documents</b></li> <li>▪ Practical Demonstration #3 - Court Documents</li> </ul>	
11	<ul style="list-style-type: none"> <li>▪ <b>Legal Instruments</b></li> <li>● Practical Demonstration #4 - Legal Accounts</li> </ul>	
12	<ul style="list-style-type: none"> <li>▪ <b>Update Precedent Manual documents</b></li> </ul>	
13	<ul style="list-style-type: none"> <li>▪ <b>Precedent Manual due</b></li> <li>▪ Practical Demonstration #5 - Corporate Documents</li> </ul>	<b>Precedent Manual</b>
<b>14 and 15</b>	FINAL EXAM PERIOD: Final Exam (Legal Instruments)	

**EVALUATION PROFILE**

<b>METHOD</b>	<b>WEIGHT</b>
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%
Assignments	5%
Precedent Manual	10%
Keyboarding Skills	10%
Midterm Exam	25%
Final Exam	12.5%
<b>TOTAL</b>	<b>100%</b>

**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. Special arrangements must be made with the instructor prior to the date set by University Administration.

**Late Assignments**

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.

**Missed Exams/Quizzes/Labs etc.**

Make-up exams, quizzes and/or tests will receive a grade of "0" unless prior arrangements (wherever possible) are made with the instructor. They are generally given only in extraordinary situations such as medical emergencies or severe personal crises. A doctor's certificate or other proof supporting the reason for the absence may be required. Some missed activities may not be able to be accommodated particularly if they have been marked and returned.

**Attendance**

Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials. Lectures and materials will not be repeated. Students missing coursework because of vacations and other unexcused absences will be required to catch up on their own.

**English Usage**

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

**Electronic Devices**

Students may use electronic devices during class for note-taking only or where expressly authorized by the instructor.

**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 and/or e-Learn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only. Additionally, you should be logging on to e-Learn 3 to 4 times per week to check class updates.

## 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.capilano.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.capilano.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.