



CAPILANO UNIVERSITY

COURSE OUTLINE			
TERM: Fall 2022		COURSE NO: LGST 128	
INSTRUCTOR:		COURSE TITLE: Computer Applications for the Legal Office II	
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. 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

LGST 127

CALENDAR DESCRIPTION

This course introduces students to advanced word processing concepts using Microsoft Word, and to basic spreadsheet concepts using Microsoft Excel. Students will gain proficiency working with the software by applying their knowledge to legal concepts.

REQUIRED TEXTS AND/OR RESOURCES

Rutkosky, Roggenkamp, & Rutkosky. *Microsoft Word 365 2019 Edition Level 2*, Benchmark Series. St. Paul, MN. Paradigm Publishing LLC 2020.

Rutkosky, Roggenkamp, & Rutkosky. *Microsoft Excel 365 2019 Edition*, Marquee Series. St. Paul, MN. Paradigm Publishing LLC 2020.

COURSE STUDENT LEARNING OUTCOMES

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

General: This course introduces students to basic and intermediate word processing concepts using Microsoft Word and Excel. Students will gain proficiency working with the software by completing a variety of activities and exams.

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

ABILITIES		LEVELS
COMMUNICATION	C1. Recognize and correct spelling and grammar errors when they occur	1-2
	C2. Critique and edit work for correctness of format and content	1-2
ANALYSIS AND DECISION MAKING	A1. Use advanced Word features effectively in the creation of documents for use in the legal environment A2. Use Word to create Tables of Authorities and other documents used to properly cite references A3. Use complicated tables effectively in the creation of documents for use in a legal environment A4. Use Excel formulas to create Statements of Account and integrate them with Word documents A5. Use Excel to create documents used in a conveyancing transaction A6. Use proper file management systems in order to be able to quickly and efficiently save and retrieve documents A7. Troubleshoot and resolve basic operational problems that are a part of learning and working with computers	1-2
SOCIAL INTERACTION	S1. Work together to check work for accuracy and make decisions concerning assignments	1-2

COURSE CONTENT

WEEK	COURSE CONTENT	TEXT AND READINGS
1	Applying Numbering, Formatting, Headers & Footers	Chapter 1
2	AutoCorrect, Saving to Quick Parts, Building Blocks, Customizing Quick Access Toolbar Apply new concepts to legal documents	Chapter 3
3	Customizing and Navigating in a Document Assessment #1 – Applying Numbering, Footnotes etc. Apply new concepts to legal documents	Chapter 4

4	Inserting Special Features and References, Sorting Text, Creating and using a Template, Creating Endnotes, Footnotes, Citations Assessment #2 – Building Blocks Apply new concepts to legal documents	Chapter 5
5	Table of contents, Index, Table of Authorities Assessment #3 – Sort & Filter – Creating Labels Apply new concepts to legal documents	Chapter 6
6	Working with Shared Documents – Using Comments, Track Changes to a Document, Compare Documents Apply new concepts to legal documents	Chapter 7
7	Mastering Tables Assessment #4 – Table of Authorities Apply new concepts to legal documents	
8	Review Assessment #5 – Tables Apply new concepts to legal documents	
9	Excel	Sections 1 & 2
10	Excel Apply new concepts to legal documents	Section 3
11	Integration of Excel and Word Creation of a Statement of Account –pasted into Word Letterhead Apply new concepts to legal documents	
12	Creating Vendor’s SOA, Purchaser’s SOA, Trust Reconciliation Apply new concepts to legal documents	
13	Review Bonus Assignment	
14 – 15	Final Exam Period	

EVALUATION PROFILE

Method	Weight
In-Class Practical Demonstration – Numbering	9%
In-Class Practical Demonstration – Building Blocks	9%
Sort & Filter – Creating Labels	9%
In-Class Practical Demonstration – Table of Authorities	9%
In-Class Practical Demonstration – Tables	9%
Final Exam – Excel	30%
Keyboarding	15%
Assignments	10%
TOTAL	100%

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

Coursework that is not completed by the due date or is incomplete will affect your grades. As we are working with a new textbook, the instructor will be soliciting regular feedback from students on the volume and pace of coursework to ensure an appropriate workload.

Missed Exams/Quizzes/Labs, etc.

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.

Attendance

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

English Usage

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

Electronic Devices

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

On-line Communication

Outside of the virtual classroom, instructors will (if necessary) communicate with students using their official Capilano University; please check 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.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.

DEPARTMENT/PROGRAM OPERATIONAL DETAILS

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. 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.