

# LS 1060 COMPUTER ESSENTIALS FOR PARALEGALS

SALT LAKE COMMUNITY COLLEGE

Instructor:

E-mail:

Office:

Phone:

**Course Description:** LS-1060 (3 credit class)

This class introduces students to computer programs and databases involved in litigation and case management. The latest in technology for the legal community will be explored. Requires a "B-" grade or higher to progress in the Paralegal program.

**Textbook:** There is no hard-copy textbook for this course. We will be purchasing, registering, and discussing the NSLT product we will be using in this class on our first day of class. You can purchase your NSLT membership ahead of time if you would like. The NSLT membership is also available in the SLCC Bookstore.

**NSLT Registration:** Students **must join the National Society for Legal Technology (NSLT)** by going to the website located at [REDACTED]. From the homepage, select the "Join Today!" button to go to the registration page. Once you are registered, select the "eLearning Portal" tab that will appear on the homepage when signed in to the NSLT site. The eLearning Portal will ask you to register again. There is not a separate cost for registration on the eLearning Portal. The second registration creates a user profile to track your progress through the certificate process. Detailed instructions are attached at the end of this syllabus.

We will use CANVAS and the NSLT portal regularly so please make certain you log into the school's portal to participate in discussions and review content. All your assignments will be submitted in CANVAS.

**Course Information**

This course will be conducted partially online with some in class meetings. On the first day of class, we will meet and register for the NSLT program which will be used during this course. Other in person meetings will be as needed and your instructor will notify you by email. Even when we do not meet in person, your instructor will be available for consultation, one on one assistance and to answer questions.

**Attendance:** Students enrolled in this course, for which weekly campus attendance is not required, must fulfill the following attendance requirements:

- Students must register for membership with the NSLT before the end of week two.
- You will have homework due every week of this course. If you don't register with the NSLT, you cannot do your homework.
- This course builds upon itself, and each unit requires completion of the prior unit before you can access the material and submit the required work. If you miss completing one week's homework, the next week's material will NOT unlock and be accessible to you. You will need to complete the missed week's work before you can access the current material. If you get behind, this means you will still need to do the work you missed (even if you don't get a grade for it) before you can proceed.

- Because it is so difficult to make up missed work in this class, I may be forced to drop you from the course if you have more than 2 consecutive or non-consecutive weeks where you did not log in and participate in discussions and assignment submissions.

## Grading

|    |               |         |
|----|---------------|---------|
| A  | Excellent     | 93-100% |
| A- | Excellent     | 90-92%  |
| B+ | Good          | 86-89%  |
| B  | Good          | 83-85%  |
| B- | Good          | 80-82%  |
| C+ | Average       | 76-79%  |
| C  | Average       | 73-75%  |
| C- | Average       | 70-72%  |
| D+ | Below Average | 66-69%  |
| D  | Below Average | 63-65%  |
| D- | Below Average | 60-62%  |
| E  | Failing       | 0-59%   |

## Grading Percentages

- 40% Class Participation/Weekly Homework
- 10% Brief Formatting Project
- 10% NSLT Legal Technology Certificate
- 20% Midterm Project/Exam
- 20% Final Project/Exam

NOTE: Class participation includes your use of CANVAS and the NSLT learning portal and posted comments in discussions boards.

**Late Assignments:** Late assignments (work submitted after the submission deadline) get an automatic deduction of 10% of the project grade **per day** the assignment is late. You need to plan ahead and give yourself time to deal with unexpected problems that may arise before the deadline. I will grade strictly in this course, but I also allow unlimited amounts of extra credit. **It is very possible for each of you to earn an A in this course.**

**Extra Credit Points:** Extra credit points are only available to **restore points you missed on specific assignments.** Extra credit points may not be used to exceed your score beyond the number of points possible for any given assignment. Extra credit points may NOT be used to makeup points lost on the Final Exam. Extra credit projects will vary based on the number of points you want to recoup. Extra credit assignments may include such projects as: 1) writing a report about a given Blog post on the NSLT website, 2) researching and writing a report about a legal software program not discussed during this course, 3) creating a presentation about a legal technology software or current topic.

## Additional Policies

**Withdrawal and Incomplete Grades:** The last day to drop this class with a refund is listed in the official college schedule but is approximately 3 weeks after the first day of class; the last day to withdraw (without

refund) is also listed in the official college schedule but is approximately 12 weeks after the first day of class. Any requests to withdraw after that date will require documentation from a physician or an employer stating that you are unable to continue in the class for health or work-related reasons. Poor performance in the class is not a legitimate reason for withdrawal. It is the responsibility of the student to drop/withdraw from this class, not the instructor. Students who do not attend during the first week of class may be dropped at the discretion of the instructor.

**Dropping the Course:** If you decide for any reason to discontinue this class, you must go through the process of dropping the class with SLCC. I cannot and will not do it for you. If you stop submitting work and do not drop the class, I am required to give you a grade based on the limited amount of work you have submitted, which could result in an “E”.

**Incomplete Grades:** Sometimes life gets in the way for all of us to do our best. Car accidents happen – pandemics destroy our plans – things change at work. That’s why incomplete grades exist; however, awarding an incomplete grade is rarely in a student’s best interest. Most “I” grades become failing grades after the required one-year grace period expires. The school policy is that a grade of “I” (Incomplete) may be available at the instructor’s option but is only given in the most extenuating of circumstances (for example health reasons) for which there is verifiable written documentation. In order to receive an incomplete, nearly all course work must have been completed (>75%) with a passing grade. When an incomplete grade is awarded, a contract must be completed to finish the missing work.

### **Institutional Policies**

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

### **Learning Support and Tutoring Services**

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you.

**Accommodations for students with disabilities:** Students with medical, psychological, learning or other disabilities desiring accommodations or services under ADA, should contact the Disability Resource Center (DRC). The DRC determines eligibility for and authorizes the provision of these accommodations and services for the college. Please contact the DRC at the Student Center, Suite 244, Redwood Campus, 4600 So. Redwood Rd, 84123. Phone: (801) 957-4659, TTY: 957-4646, Fax: 957- 4947 or by [drc@slcc.edu](mailto:drc@slcc.edu).

**Academic honesty and the SLCC Student Code of Conduct:** Students are both bound and protected by the SLCC Student Code of Conduct. If you are unaware of this Code and the requirements it makes of you as well as the protection it gives you, contact Student Services for a copy (of either the complete code or the abbreviated version). Personal integrity and responsibility are requirements of this class, as are all other guidelines of the Student Code.

Plagiarism is theft. Any time you present another person's work as your own—even if that other person is a friend and/or spouse—you have plagiarized. The penalty for a first offense of academic dishonesty is no credit for the assignment, which cannot be redone. A second offense means that you fail the course and will be reported to the Division Chair and Student Advising.

**Title IX Information:**

20 U.S.C.A. Section 1681 (a): TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving federal funds.”

Examples of violations (but not limited to):

- Sexual advances, requests for sexual favors and sexually motivated physical conduct
- Overt or subtle pressure for sexual activity
- Sexually offensive verbalization including remarks, “teasing”, slurs, and innuendo.
- Repeated inappropriate jokes or comments about sex or gender specific traits.
- Conduct that is demeaning or derisive and occurs substantially because of one's gender.
- Sexual assault
- Sexual Violence
- Gender based disparate treatment.

Violations can occur in any college environment, such as (but not limited to):

- Field Trips
- Classrooms
- Student Clubs
- Athletics
- Transportation
- On Campus Events

If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint please contact:

Students-: Dr. Marlin Clark, Dean of Students, 801-957-4776, STC 276 A (Redwood)

Employees or Community members: Ken Stonebrook, Title IX & Discrimination Manager, 801-957-5027, AAB 211G (Redwood)

Online Reporting Form:

<http://www.slcc.edu/eo/title-ix/complaint.aspx>

Salt Lake Community College has a strong prohibition against retaliation. The college does not tolerate acts of retaliation against anyone for engaging in filing a complaint or participating in an investigation.

**Institutional Syllabus:** See the Institutional Syllabus for more information about:

- Institutional Policies
- Advising
- Counseling
- Learning Support
- Tutoring Services
- DRC
- and many other support services

## Student Learning Outcomes

**Program Learning Outcomes:** Consistent with the College’s learning outcomes, the Paralegal Studies program is committed to achieving the following student learning outcomes:

1. Demonstrate a clear understanding of legal concepts and terminology in several substantive areas of the law.
2. Perform professional caliber legal research and writing using legal reasoning skills in the reading and interpretation of legal materials such as statutes, court decisions and other legal documents.
3. Analyze the procedural rules in both the civil and criminal areas of the law and the relationship between procedural rules and substantive law.
4. Demonstrate effective oral and written communication.
5. Describe the ethical responsibilities of paralegals, the rules of professional conduct governing lawyers, and the application of these rules to paralegals.

**Course Learning Outcomes:** Consistent with the Paralegal Studies Program learning outcomes, the Program is committed to achieving the following course student learning outcomes in this course:

| <b>Course Objectives</b>  | <b>Activities and Assignments Used to Assess Student Achievement of course objectives.</b><br><br><b>*Students will be assessed using one or more of the following:</b> |
|---|---|
| Create and edit word processing and Excel documents that are unique to the legal environment, including the use of templates, macros, creation of table of contents and table of authorities. | Successful completion of the Microsoft Word and Excel learning units.<br>Discussion Posts<br>Midterm Project<br>Midterm Exam<br>Final Exam<br>Final Project             |
| Draft and manage professional correspondence through legal software programs.   | Successful completion of the Outlook learning unit.<br>Discussion Posts<br>Midterm Project<br>Midterm Exam<br>Final Exam<br>Final Project                               |
| Track time and expenses and prepare client billing statements.  | Successful completion of the Clio and CaseMap learning units.<br>Discussion Posts<br>Final Exam<br>Final Project  |
| Demonstrate an understanding of electronic discovery software and procedures.   | Successful completion of the iManage and One Note learning units.<br>Discussion Posts<br>Midterm Project<br>Midterm Exam<br>Final Exam<br>Final Project                 |

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|---|--|
| Demonstrate the proper method and procedures involved in document collaboration while ensuring all security and encryption protocols are followed | Successful completion of the Workshare learning unit.<br>Discussion Post<br>Midterm Project<br>Midterm Exam<br>Final Exam<br>Final Project |
|---|--|

### **TENTATIVE COURSE OUTLINE**

This is a tentative course schedule and is subject to change based on the instructor's and students' needs. Students are responsible for material posted on Canvas, as well as completing all NSLT instruction modules and knowledge checks to show they are mastering the software.

| WEEK | UNIT   | TOPICS   | ASSIGNMENTS   |
|------|--------|--|---|
| 1    | Unit 1 | Orientation: Course, student, and instructor introductions. Review syllabus. Register for NSLT website and learning portal. CANVAS discussion and content. | Begin work on NSLT modules for next week.                                 |
| 2    | Unit 2 | Email Correspondence Software  | Complete Outlook 2019 learning unit.<br>Complete discussion post.         |
| 3    | Unit 3 | Word Processing and Document Drafting  | Begin Word 2019 learning unit.<br>Complete discussion post.               |
| 4    | Unit 4 | Legal Document Formatting  | Complete Word 2019 learning unit.   |
| 5    | Unit 5 | Collaborating on Documents   | Complete Workshare learning unit.<br>Complete discussion post.            |
| 6    | Unit 6 | Spreadsheets and Data Management   | Complete Excel 2019 learning unit.<br>Complete discussion post.           |
| 7    | Unit 7 | Document Management and Electronic Filing  | Complete iManage and OneNote learning units.<br>Complete discussion post. |

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| 8  | Unit 8  | Portable Document Format Software  | Complete the learning unit for one of the following:<br>Adobe DC, Adobe XI, Nuance Power PDF and Nuance Power PDF Advanced 2<br>Complete discussion post. |
| 9  | Unit 9  | Microsoft Outlook<br>Microsoft Word<br>Workshare<br>Microsoft Excel<br>iManage<br>OneNote<br>Workshare<br>PDF Software | MIDTERM PROJECT/EXAM  |
| 10 | Unit 10 | Case Management Software (Time and Billing)  | Complete Clio and CaseMap learning units.<br>Complete discussion post.  |
| 11 | Unit 11 | Litigation Support Software  | Complete NetDocuments and TimeMap learning units.<br>Complete discussion post.  |
| 12 | Unit 12 | Electronic Discovery Software  | Complete Concordance learning unit.<br>Electronic Discovery Vocabulary Quiz   |
| 13 | Unit 13 | Introduction to Trial Presentation Software  | Complete PowerPoint 2019 learning units.  |
| 14 | Unit 14 | Trial Presentation Software  | Complete one of the following learning units:<br>Trial Director<br>Sanction<br>Complete discussion post.  |

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| 15 | Unit 15 |  | FINAL PROJECT<br>FINAL EXAM |
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