Computer Essn for Paralegals

LS - 1060 351

Course Description

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.

Semester(s): Fall and Spring

Course Student Learning Outcomes

- Draft and manage professional correspondence through legal software programs.
- 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.
- Draft and manage professional correspondence through legal software programs.
- Track time and expenses and prepare client billing statements.
- Demonstrate an understanding of electronic discovery software and procedures.
- Demonstrate the proper method and procedures involved in document collaboration while ensuring all security and encryption protocols are followed.

College Wide Student Learning Outcomes

- Acquire substantive knowledge in the discipline of their choice sufficient for further study, and/or demonstrate competencies required by employers to be hired and succeed in the workplace.

- Communicate effectively.

- Develop quantitative literacies necessary for their chosen field of study.

- Think critically.

- Develop the knowledge and skills to be civically engaged, and/or work with others in a professional and constructive manner.

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Course Prerequisites

None

Required Text or Materials

Title: National Society for Legal Technology
Subtitle: Legal Technology Certificate

For more information on textbook accessibility, contact Accessibility & Disability Services at ads@slcc.edu.

Brief Description of Assignments/Exams

This is a beginning course introducing computer hardware and software basics that apply to the legal environment. Students will learn Microsoft Office components including Word, Excel, OneNote, PowerPoint, and Outlook, and the Windows operating system as they are used in the day-to-day life of paralegals.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points

Due Date	Assignment Name	Assignment Type	Points
	[Introduce Yourself](#)	Discussion	0
9/7/25	[Gmail Messages Read by Human Third Parties.'](#)	Assignment	0
9/7/25	[Module 1 NSLT Outlook 365 Module Completion (First 50%)](#)	Assignment	10
9/14/25	[Module 2 Discussion](#)	Discussion	20
9/14/25	[Module 2 NSLT Outlook 365 Module Completion (Final 50%)](#)	Assignment	10
9/14/25	[Module 2 Software Review Outlook 365 (Final 50%)](#)	Assignment	15
9/21/25	[Module 3 Discussion](#)	Discussion	20
9/21/25	[Module 3 NSLT Word 365 Basic Module Completion (First 50%)](#)	Assignment	10
9/28/25	[Module 4 Discussion](#)	Discussion	20
9/28/25	[Module 4 NSLT Word 365 Basic Module Completion (Final 50%)](#)	Assignment	10
9/28/25	[Module 4 Software Review Word 365 Basic (Final 50%)](#)	Assignment	15

Due Date	Assignment Name	Assignment Type	Points
10/5/25	Module 5 Discussion	Discussion	20
10/5/25	Module 5 NSLT Excel 365 Basic Module Completion (First 50%)	Assignment	10
10/12/25	Module 6 Discussion	Discussion	20
10/12/25	Module 6 NSLT Excel 365 Basic Module Completion (Final 50%)	Assignment	10
10/12/25	Module 6 Software Review Excel 365 Basic	Assignment	15
10/19/25	Module 7 Discussion	Discussion	20
10/19/25	Module 7 NSLT iManage Work 10 and Litera Workshare Compare Module Completion	Assignment	10
10/19/25	Module 7 Software Review IManage and Litera	Assignment	15
10/26/25	Module 8 Discussion	Discussion	10
10/26/25	Module 8 NSLT Adobe Acrobat Pro 2023 Module Completion	Assignment	10
11/2/25	Brief Formatting Project	Assignment	200

Due Date	Assignment Name	Assignment Type	Points
11/2/25	MidTerm Exam	Quiz	100
11/9/25	Module 10 Discussion	Discussion	20
11/9/25	Module 10 NSLT CLIO Manage Completion	Assignment	10
11/9/25	Module 10 Software Review CLIO Manage	Assignment	15
11/16/25	Module 11 Discussion	Discussion	20
11/16/25	Module 11 NSLT Microsoft SharePoint Module Completion	Assignment	10
11/16/25	Module 11 Software Review Microsoft SharePoint	Assignment	15
11/23/25	Module 12 Discussion	Discussion	20
11/23/25	Module 12 NSLT PowerPoint 365 Module Completion	Assignment	10
11/23/25	Module 12 Software Review PowerPoint	Assignment	15
11/30/25	Module 13 - Electronic Discovery Vocabulary Quiz	Quiz	10
11/30/25	Module 13 NSLT CloudNine Concordance Module Completion	Assignment	10
11/30/25	Module 13 Software Review CloudNine Concordance	Assignment	15

Due Date	Assignment Name	Assignment Type	Points
12/7/25	Module 14 Discussion	Discussion	20
12/7/25	Module 14 NSLT TrialDirector 6 Module Completion	Assignment	10
12/7/25	Module 14 Software Review TrialDirector 6	Assignment	15
12/14/25		Assignment	15
12/14/25	Module 15 NSLT Zoom Module Completion	Assignment	10
12/16/25	Final Thoughts	Assignment	0
12/16/25	Legal Technology Certificate	Assignment	100
12/18/25	Course Evaluation Survey	Quiz	0
12/18/25	Extra Credit Assignments	Assignment	0
12/18/25	Final Exam	Quiz	100
12/18/25	FINAL Project	Assignment	200

Grading Scale

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%

How to Navigate to Canvas

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.

For more information, navigate to the Institutional Policies tab on the Institutional Syllabus page.

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, visit the Institutional Syllabus page under the Tutoring and Learning Support tab. 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 in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)