

**SANTA ANA COLLEGE  
PARALEGAL 120 – COMPUTERS IN THE LAW OFFICE  
COURSE OVERVIEW**

PARA-120-10332

Instructor: Edward Keck

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**Office hours:** 10-15 minutes before the start of the class in Room A226.

**Time and location:** Thursdays 6:00 – 10:15 PM, Room A226.

**Course description:** Basic computer concepts for law office personnel. The focus will be on current hardware and software used in the law office.

**Required text:** Cornick, *Using Computers in the Law Office*, Seventh Edition

**Other requirements:** A current email address and internet access.

### **Santa Ana College Mission Statement**

“The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuits in a dynamic learning environment.”

### **Business Division Mission Statement**

The mission of the Business Division is to prepare Santa Ana College students for professional careers in business and to provide a transfer pathway from the Community College to University. The Business Division offers courses and programs of study that emphasize excellence in teaching with content that is rigorous, current, and of greatest benefit to its students and community.

**Assignments/Exercises/Projects:** Reading assignments in the text, **at-home assignments**, **in-class exercises** and three (3) **at-home projects** to practice the concepts presented in class. Take-home projects and assignments must be turned in on time to receive full, if any, credit. **“On time”** means: Submission no later than 6:00 PM on the due date, Late work will not receive full, if any, credit. **Exercises and quizzes** are to be completed in class and **can not be “made up.”**

**Exams & Quizzes:** Quizzes will be given to test your recall of recently covered material. There will also be a midterm exam and a final exam. The final exam is cumulative.

**Quizzes and exams must be completed in-class and cannot be “made up.”**

**Attendance:** Students are expected to attend all sessions of the classes in which they are enrolled. College policy states that a student may be dropped for nonattendance. Students are responsible for officially withdrawing from classes they do not plan to complete. Under extenuating circumstances, a student may be reinstated by contacting the instructor. Extenuating circumstances include verified cases of accident, illness, or death in the family and other conditions that are beyond the control of the student. Your grade will be based in large part on completion of quizzes and exercises in class.

**Grading:** Final grades will be based on attendance and satisfactory completion of assignments, projects, exercises, quizzes and exams. Your grade will be based on the total points earned.

<b>Components</b>		<b>Scale</b>
Quizzes	100 pts.	A = 900–1000 pts
Computer assignments	100 pts.	B = 800 – 899 pts
Exercises	100 pts.	C = 700 – 799 pts
Take-home projects	300 pts.	D = 600 – 699 pts
Midterm	150 pts.	F = 599 pts or
Final exam	<u>250 pts.</u>	less
<b>Total points</b>	<b>1000 pts.</b>	

**Tentative Schedule:**

Legend: **Q** = in class Quiz  
**E** = in class Exercise  
**P** = take home Project  
**A** = at home Assignment

<b>Tentative Schedule</b>			
<b>Date</b>	<b>Topic</b>	<b>Text</b>	<b>Assignments</b>
Aug 27	Syllabus, Blackboard, Course Requirements: Computers in the Law Office		<b>Practice Quiz &amp; Practice Exercise &amp; Practice Assignment</b>
Sep 3	Overview	Chapter 1	<b>Q1, E1 (A1 due)</b>
Sep 10	Internet & E-Mail	Chapter 9, pp: 619-640	<b>Q2, E2 (A2 due)</b>
Sep 17	Word Processing, Part I	Chapter 2	<b>Q3A, E3A (A3 due)</b>
Sep 24	Word Processing, Part II	Chapter 2	<b>Q3B, E3B P1 Assigned</b>
Oct 1	Spreadsheet Software	Chapter 3	<b>Q4, E4 (A4 due)</b>
Oct 8	The Cloud & Social Media Database Management,  Midterm Review	Chapter 6 Chapter 5 pp: 382-385	<b>Special Exercise P2 Assigned</b>
Oct 15	Midterm Exam (T/F-mc & Exercises)	Chapters 1-3, 6, portions of Chapter 5 and 9	
Oct 22	Legal Timekeeping and Billing	Chapter 4	<b>Q5, E5 (A5 due) (P1 due)</b>
Oct 29	Databases, Case Management & Docket Control	Chapter 5	<b>Q6, E6 (A6 due) P3 Assigned</b>
Nov 5	Electronic Discovery	Chapter 7	<b>Q7, E7 (A7 due)</b>
Nov 12	Litigation Support Software	Chapter 8	<b>Q8, E8 (A8 due, P2 due)</b>
Nov 19	Computer-Assisted Legal Research	Chapter 9 pp: 640-680	<b>Q9, E9 (A9 due)</b>
Nov 26	Thanksgiving Holiday	NO CLASS	
Dec 3	The Electronic Courthouse, Automated Courtroom, and Presentation Graphics Final Exam Review	Chapter 10	<b>Q10, E10 (A10 due)</b>
Dec 10	<b>Final Exam T/F-MC Final Exam Exercises</b>	Chapters 1-10	<b>(P3 due)</b>

**Absence/Drop:** The official policy, as stated in the college catalog, is as follows: It is the student's responsibility to withdraw officially from a course. However, because of enrollment demand, a student may be dropped for excessive absences . . . It is your responsibility to check the class schedule for important dates regarding holidays and drop dates. If you must be absent from class, it is also your responsibility to get class notes, handouts, and/or directions from a classmate.

**Honesty Policy:** A student found cheating on any exam or assignment will receive no credit (i.e. no grade) for that exam or assignment. A second instance of cheating will result in a failing grade in the class, and the student will not be allowed to drop and receive a W grade for the course. In some cases, violations of the

honesty policy may affect a student's standing with the college-at-large, up to and including suspension or expulsion from the College.

**Pagers/Cell Phones:** Be considerate of your fellow students. Please turn off or set to vibrate all pagers and cell phones while in the classroom. If you must take a call while class is in session, please leave the classroom. If you are on call for an emergency, please let me know at the beginning of class. The first time you forget, you will be forgiven. The second time you will be asked to leave for the rest of the class session.

**Accommodations for Disabilities:** Students with verifiable disabilities who want to request academic accommodations are responsible for notifying his/her instructor and Disabled Students Programs and Service (DSPS) as early as possible in the semester. To arrange for academic accommodations, contact the Physical Disability Center in Johnson Center, U-103, or phone (714) 564-6264, TTY (714) 564-6284 for a referral to the appropriate DSPS Department.

### Student Learning Outcomes

Student will be able to successfully draft a document for filing with court and accompanying Proof of Service using Microsoft Word as measured by completion of an at-home project.

Student will be able to create a spreadsheet detailing damages in a class action as measured by completion of an at-home project.

Student will demonstrate basic understanding of locating legal information on the Internet, basic docketing skills, and basic timekeeping skills as measured by successful completion of an at-home project.