



CLASS NUMBER AND NAME	LGN310A – WORDPERFECT FOR THE LAW OFFICE
TOTAL CLOCK HOURS/UNITS:	24 hours/1 unit
PREREQUISITES:	TYN225A – Keyboarding Speed Development I, CMN100 – Computer Literacy.
TEXT AND MATERIAL:	<p><i>WordPerfect X3 Absolute Beginner's Guide</i>. Laura Aklen. Que Publishing.com (Pearson Publishing), 2006. (ISBN 9780789734259)</p> <p>Thumb Drive, WordPerfect X5 software (student computers in class)</p>
CLASS DESCRIPTION:	This class provides “hands-on” experience with WordPerfect X5 word processing software. Beginning and intermediate WordPerfect X5 features will be emphasized. The student will learn to format, create, and revise legal letters and documents as well as learn about styles, advanced macros, tables, tables of contents, and tables of authorities.
CLASS OBJECTIVES:	The objectives of this class are to obtain a working knowledge and understanding of WordPerfect X5 as it pertains to the legal profession, specifically legal formatting requirements, and drafting and creating legal letters, formal pleadings, motions, tables of contents and tables of authorities.
CLASS FORMAT OVERVIEW:	The instructor will lecture about, and demonstrate, WordPerfect X5 formatting tools as they pertain to the assignment to be completed. Lab time at school will be spent creating and/or manipulating documents using WordPerfect X5 or other current, compatible WordPerfect software. It is the responsibility of the student to complete the assignments according to the instructions on the weekly outline and in this syllabus. The instructor is available throughout the lab time for assistance.
REQUIREMENTS:	Students are required to turn in all assigned documents in a timely manner according to the assignment due dates listed on the outline in order to receive a passing grade. Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

CLASS ATTENDANCE:

It is critical to the student's success to attend class every day. The student's presence for the entire class period is an important demonstration of the concept of professional demeanor and shows respect for the class. Therefore, students will only be marked present when they arrive on time and remain for the entire class session. A student must be present for 80 percent of the class, or she or he will be asked to leave the class and will receive a failing grade in the class.

TESTING:

There are no tests in WordPerfect X5 for the Legal Professional.

GRADING POLICIES:

Students must complete all projects as assigned in order to pass the class. **For each day an assignment is late, the student's grade will be reduced by an entire letter grade.** From one to ten points for each error will be deducted from each assignment for each spelling error, typographical error, formatting error, and failure to follow assignment instructions.

The students will be given a chance for the instructor to review a draft of their work one time for each assignment. However, all assignments must be turned in and revised before the last day of the module so that the instructor will have time to grade the revised assignments. Work turned in marked "first draft" will be marked up but not graded by the instructor. Only final drafts will be graded.

To protect student privacy, all assignments shall be turned in with a cover sheet indicating your name, the class, the assignment, first draft or final draft, and the date.

Grading Scale: There are five total assignments. The first four assignments are worth 100 points each and the fifth and final assignment is worth 400 points. There are a total of 800 points available for all assignments completed. Grading is based on an overall percentage of grades for completion of all coursework assigned, attendance as required, and professionalism.

The attached course outline provides points available and homework policies.

Weighting of grades is as follows:

100% Assignments

Absences and/or tardies will adversely affect the student's grade. Furthermore, the student will be withdrawn from the class if attendance is less than 80%.

Combined grades assignments (minus points for absences):

100- 90%	A	79- 70%	C
89- 80%	B	69- 65%	D
		Below 65%	F

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completing this course, the student will:

1. Have hands-on experience using WordPerfect X5 for creation of legal documents.
2. Have knowledge of how to create documents for different areas of law, specifically formatting documents for filing with the court and proper formatting using WordPerfect X5.
3. Have a working knowledge of how to create Table of Contents and Table of Authorities for Motions and how to format Memoranda of Points and Authorities.
4. Proofread and appropriately correct legal demand letters, legal memoranda, formal pleadings, and citations prepared from initial drafts to final form ready for attorney approval and court filing.
5. Be able to confidently maneuver in WordPerfect X5 for professional office work with an emphasis on legal applications.

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CLASS ASSIGNMENT SCHEDULE

DATE/WEEK	MATERIAL TO BE COVERED	ASSIGNMENT/DUE DATE
WEEK ONE	Lecture on Chapters 1-10 - Getting Started, General Keyboard Info & Formatting	HW: Read Chapters 1 - 10 Assign. #1 - Letter DUE: First day of class, second week of the mod (100 points)
WEEK TWO	Lecture on Chapter 11 - Creating Lists & Outlines, Citations	HW: Cont. Reading Chapters 1-10, read Chapter 11 Assign. #2 – Revised Letter DUE: First day of class, third week of the mod (50 points)
WEEK THREE	Lecture on Chapters 12, 16 & 17 - Graphics, Templates, Macros - Pleadings	HW: Read Chapters 12, 16 & 17 Assign. #3 – Memo DUE: Last day of class, fourth week of the mod (100 points)
WEEK FOUR	Lecture on Chapter 18 - Using Legal Tools - Table of Contents, Table of Authorities	HW: Cont. Reading Chapters 12, 16, 17, read Chapter 18 Assign. #4 - Pleading (100 points) DUE: Final draft due last day of class, fifth week of the mod
WEEK FIVE	Work on Assign. #5	HW: Read Handouts Assign. #5 – Memo of Pts and Authorities (400 points) DUE: Final draft due last day class meets
WEEK SIX	Work on Assign. #5	HW: Review formatting Continue with Assign. #5 – Memo of Pts and Authorities (400 points) DUE: Last Class Meeting

ASSIGNMENTS TURNED IN LATE WILL BE REDUCED AN ENTIRE LETTER GRADE. Only final drafts of assignments are graded. First drafts are for your benefit and are marked up but not graded by the instructor. *The instructor reserves the right to reconfigure the above with prior notice to the class. The class objectives will be met regardless of deviation from this outline.*