Legal Technology: Basic Skills
Syllabus

Course Description
This is a basic course introducing basic technology skills that apply to the legal environment. Students will learn Microsoft Office components including Teams, Word, Excel, OneNote, PowerPoint, Teams, and Outlook as well as Adobe Acrobat Pro.

This course is designed as an **asynchronous** course with **minimal scheduled lectures or classes.** Contrary to what you may anticipate, this does not make it easier. Since there is a lot of material to cover, you will need to make satisfactory progress by completing a unit each week.

Course Materials
In lieu of a textbook, students **must join the National Society for Legal Technology (NSLT)** by going to the website located at www.legaltechsociety.org and selecting Student. From the homepage, select the "Join Today!" button to go to the registration page. The membership fee is $160 and may be paid using a credit card, debit card, or a PayPal account. 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 for access to the learning portal. 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. Your membership is valid for 1-year from the date of registration, and the membership fee includes the cost of earning a Legal Technology Certificate.

You are also required to use your own computer and have the following software installed:

- Microsoft Office 365 (free download from SIU available here)

Student Learning Outcomes
- Students will be able to use ubiquitous office technologies.
- Students will demonstrate ability to perform common tasks for electronic communication.
- Create and edit word processing documents that are unique to the legal environment, including the use of templates, macros, creation of table of contents and table of authorities.
- Create and edit spreadsheets using multiple data types and functions.
- Draft and manage professional correspondence through email software programs.
- Coordinate Calendar meetings and events with multiple attendees.
- Learn and understand the proper method and procedures involved in document collaboration while ensuring all security and encryption protocols are followed.

Grading

- This course is one credit hour graded as satisfactory/unsatisfactory.
- Students must pass all coursework assigned through NSLT with a minimum score designated by NSLT.
- Performance Tests are not cumulative and require each student to demonstrate the ability to use the different software products to perform a series of tasks.

Course Conduct:
Absences:
You must attend the zoom session on June 12, 2023.

Except for the zoom session, in lieu of attendance, you will need to meet certain milestones throughout the semester. Failure to meet a milestone will be considered an absence. To compete a milestone, all previous milestones must be complete.

Warning: **If you miss a milestone, you will need to complete it before you can obtain credit for any subsequent milestone, and you will have to complete all remaining milestones on time *or you will be administratively withdrawn from class*.**

Since this class is only one credit hour you will only be permitted one absence. All absences are presumptively unexcused. Unexcused absences may be appealed to Prof. Berns; common sense factors apply.

Class Schedule

Milestone	Tasks:	Due:
1	- Sign Up for NSLT - Install Office 365 - Attend Class via Zoom on	6/12/2023
2	• NSLT Training & Assessment: Microsoft OneNote	6/15/2023
3	• NSLT Training & Assessment: Microsoft Word	6/27/2023
4	• NSLT Training & Assessment: Microsoft Outlook	7/5/2023
5	- NSLT Training & Assessment: Microsoft Excel - Midterm Performance Test	7/16/2023
6	• NSLT Training & Assessment: Adobe Acrobat Pro DC	7/20/2023
7	• NSLT Training & Assessment: Microsoft Teams	7/26/2023
8	- NSLT Training & Assessment: Microsoft Powerpoint - Final Performance Test	8/4/2023

SYLLABUS ATTACHMENTS

This syllabus incorporates by reference the current SIU PROVOST'S SYLLABUS ATTACHMENT.

SIU SCHOOL OF LAW – Summer 2023

EMERGENCY PROCEDURES: We ask that you become familiar with **Emergency Preparedness @ SIU.** Emergency response information is available on posters in buildings on campus, on the Emergency Preparedness @ SIU website, and through text and email alerts. To register for alerts, visit http://emergency.siu.edu/.

DISABILITY POLICY. SIU Carbondale is committed to providing an inclusive and accessible experience for all students with disabilities. Disability Support Services coordinates the implementation of accommodations. If you think you may be eligible for accommodations but have not yet obtained approval, please contact DSS immediately at 618-453-5738 or disabilityservices.siu.edu. You may request accommodations at any time, but timely requests help to ensure accommodations are in place when needed. Accommodations and services are determined through an interactive process with students and may involve consideration of specific course design and learning objectives in consultation with faculty. Upon completion of a Disability Accommodation Agreement with DSS, students should bring the agreements for each course to the School of Law Registrar's Office to ensure the School of Law provides the proper classroom and examination accommodations.

SALUKI CARES. The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students, and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-2461, or siucares@siu.edu, https://salukicares.siu.edu/. Assistant Dean Judi Ray is available at the School of Law to help students access university resources. Please email her at judiray@siu.edu, or call 618- 453-3135.

COVID-19. SIUC's policy on face masks and social distancing is consistent with the guidance from the Centers for Disease Control and Prevention and the Illinois Department of Public Health. For up-to-date information, students, faculty, and staff should visit SIUC's COVID website (https://siu.edu/coronavirus), which includes the Saluki Safety Plan. People can also send email to pandemicinfor@siu.edu.

SAFETY AWARENESS FACTS AND EDUCATION Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu