

Revised Fall 2016

LGL 110

Introduction to Law and the Paralegal

COURSE OUTLINE

Prerequisites: None

Course Description:

Introduces various areas of law in which a paralegal may be employed. Includes study of the court system (Virginia and federal); a brief overview of criminal law, torts, family law, evidence, the U.C.C., contracts, and ethics; the role of the paralegal; and other areas of interest.

Semester Credits: 3 Lecture Hours: 3 Lab/Recitation Hours: 0

VIRGINIA WESTERN COMMUNITY COLLEGE
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LGL 110

Introduction to Law and the Legal Assistant

Course Outcomes

At the completion of this course, the student should be able to:

- Describe the role of the Paralegal in the delivery of legal services as well as job opportunities and the training necessary to be a member of the paralegal association.
- Obtain an understanding of the difference between attorney's rules of ethics and the paralegal's rules of ethics and obligations of each profession.
- Understand the concept of confidentiality of client communications and the attorney-client privilege. Explain the organizational structure of law offices and an understanding of administrative procedures.
- Describe the types and functions of software used in a law office.
- Describe and apply the protections of the Bill of Rights and other amendments to the U.S. Constitution.
- Know the difference between the state and federal court systems.
- Understand the basic documents used in civil litigation.
- Describe criminal procedures including arrest and arraignment.
- Describe the functions of a grand jury, know the process of a criminal trial, and recognize the powers of administrative agencies.
- Understand the potential issues involved in a screening interview and the steps and process of conducting an interview.
- Understand the need for and the methods of updating legal research including the usage of legal citations.



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- Describe the similarities and differences between a memorandum of law and a court brief.

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Required Materials:

Students will need a computer capable of accessing Blackboard through the VWCC system. Students are required to use Blackboard for this course.

Textbook:

The Paralegal Profession The Essentials, Goldman and Cheeseman, 5th Edition,
Pearson Publishing, ISBN# 978-0-13-413086-6

No Supplementary Material Available

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Topical Description:

Chapter	Material Covered
	Introduction to class; Introduction to course
1	The Paralegal Profession
2	Ethics and Professional Responsibility
3	The Paralegal Workplace
4	Technology and the Paralegal
5	American Legal Heritage and Constitutional Law
6	The Court System and Alternative Dispute Resolution
7	Civil Litigation
8	Criminal Law and Procedure
9	Administrative Law
10	Interviewing and Investigation Skills
11	Legal Writing and Critical Legal Thinking
12	Legal Research



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Notes to Instructors

(List information about optional topics, departmental exams, etc.)

All instructors should cover all assigned topics:

A Comprehensive Final Exam will be given during exam week and graded without extra credit points added as it is used for outcome assessments.

Instructors should follow as closely to the weekly assignment grid as possible

Instructors should create information on Blackboard to include: Course Outline, Syllabus, and personal contact information.

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