

**Virginia Western Community College**  
**LGL 110**  
**Introduction to Law and the Paralegal**

**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. Lecture 3 hours. Total 3 hours per week.

**Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0**

**Required Materials****Textbook:**

The Paralegal Profession The Essentials, Goldman and Cheeseman, 5th Edition, Pearson Publishing, ISBN# 978-0-13-413086-6. No Supplementary Material Available

**Other Required Materials:**

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

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

### **Topical Description**

<b>Chapter</b>	<b>Material Covered</b>
	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

**Notes to Instructors**

None