



**TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students.** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

Course Title

Law and the Legal Profession

Course Prefix and Number

LGLA 1307

Department

Division Workforce Education – Legal Assistant Technology

Course Type – select from one of the following categories.

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	3	0

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

This course is a comprehensive overview of the legal system and the role of the legal assistant within the system. The course focuses on the major principles and functions of our legal system, and introduces the students to various legal fields and special topics.

Prerequisites/co requisites

None

Topical Outline

Chapter 1 – Today’s Professional Paralegal
Chapter 2 – Career Opportunities
Chapter 3 – Ethics and Professional Responsibility
Chapter 4 – The Inner Workings of the Law Office
Chapter 5 – Sources of American Law
Chapter 6 – The Court System and Alternative Dispute Resolution
Chapter 7 – Tort Law, Product Liability, and Consumer Law
Chapter 8 – Contracts and Intellectual Property Law
Chapter 9 – Insurance Laws and Real Property
Chapter 10 – Estates and Family Law
Chapter 11 – Laws Affecting Business
Chapter 12 – Bankruptcy and Environmental Law
Chapter 13 – Civil Litigation – Before the Trial
Chapter 14 – Conducting Interviews and Investigations
Chapter 15 – Trial Procedures
Chapter 16 – Criminal Law and Procedures
Chapter 17 – Legal Research and Analysis
Chapter 18 – Computer - Assisted Legal Research
Chapter 19 – Legal Writing: Form and Substance

Course Learning Outcomes

Develop a legal vocabulary; explain fundamental legal concepts and systems; explain the ethical obligations of the legal professions with particular emphasis on the paralegal’s role.

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
X	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
X	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

West's Paralegal Today – Legal Team at Work 4th ed., Miller, ISBN 9781418050115 by J.A. Majors publishing.

Optional Text(s)

Material/Technology to be supplied by the student.

Pen, pencils and paper to take lecture notes

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

Instruction will be by lecture/demonstration/discussion, with emphasis on student-teacher interaction.

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date