

El Paso Community College
Syllabus
Part II
Official Course Description

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| SUBJECT AREA | <u>Paralegal</u> |
| COURSE RUBRIC AND NUMBER | <u>LGLA 1301</u> |
| COURSE TITLE | <u>Legal Research and Writing</u> |
| COURSE CREDIT HOURS | <u>3 3 :</u> <u>0</u> |
| | Credits Lec Lab |

I. Catalog Description

Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing. **Prerequisite: LGLA 1303. (3:0).**

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to

- A. Draft legal documents, letters, and memos, with emphasis on the paralegal's role and ethical consideration in legal research and writing.
- B. Define primary authority and list the various types of primary authority.
- C. Define secondary authority and list the various types of secondary authority.
- D. Develop short spreadsheets used in the legal environment.
- E. Build computer databases to organize information used in legal organizations.
- F. Explain legal and factual research on the Internet and via email is used in the legal environment.
- G. Use case management and docket control programs to manage and control a legal organization's cases and tasks to be completed and scheduled.
- H. Provide support to your attorney, including how to build databases, strategies for searching and extracting information from databases, and the principles of electronic discovery.
- I. Identify types of legal-specific software available to assist law offices in representing clients, background checks, locating and working with experts, and managing documents.
- J. Use WESTLAW and/or LexisNexis to conduct legal research.
- K. Discuss the specific "billable" tasks associated with legal research and writing.

III. THECB Learning Outcomes (WECM)

1. Locate primary and secondary legal authority.
2. Implement research strategies using standard and electronic research tools.
3. Draft legal documents.
4. Analyze the ethical considerations of the paralegal relating to legal research and writing.

IV. Evaluation**A. Grading Criteria**

Assignments done outside of class time
 In-class assignments done with the aid of a computer and audiovisuals
 Test scores

B. Grading Scale

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disability conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024)

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.