

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Paralegal</u>
COURSE RUBRIC AND NUMBER	<u>LGLA 1307</u>
COURSE TITLE	<u>Introduction to Law and the Legal Professions</u>
COURSE CREDIT HOURS	<u>3 3 : 0</u> Credits Lec Lab

I. Catalog Description

Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role. **(3:0)**.

II. Course Objectives

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

- A. Unit I. The Paralegal in the Legal System
1. Describe the functional definition of a paralegal.
 2. Discuss the importance of paralegal certification.
 3. Distinguish between the unauthorized practice of law and the authorized practice of law when meeting with clients.
 4. Discuss the areas in which a paralegal may do what amounts to the practice of law.
 5. List and discuss the canons of ethics which govern the actions of a paralegal.
 6. Discuss the canons of ethics which govern the behavior of attorneys.
 7. List and discuss the various paralegal specialties.
- B. Unit II. Introduction to the Legal System
1. Discuss the structure and inner workings of the law office.
 2. Describe filing procedures and financial procedures in the law office.
 3. List and discuss the primary sources of law.
 4. List and discuss the role of the courts in the legal process.
 5. Describe the three levels of courts that exist in the federal and state court systems.
 6. List the types of cases that the various courts in the Texas court system can deal with.
 7. Discuss the merits of Alternative Dispute Resolution
- C. Unit III. Introduction to the Civil Litigation Process
1. List and discuss the types of pleadings in a civil case.
 2. Describe the types of pretrial motions available.
 3. Discuss the discovery process and describe the various types of discovery.

4. Discuss trial preparation, including exhibits, trial notebooks, and jury selection.
5. List and discuss the components of trial, from opening statements through the verdict.

D. Unit IV. The Skills of a Paralegal

1. Utilize basic interviewing skills.
2. List and discuss the various methods which are used to conduct a legal interview.
3. List and discuss the characteristics of legal analysis.
4. List and discuss the elements necessary in analyzing case law.
5. Gather, organize, and summarize information and materials.
6. Discuss the types of legal writing paralegals draft.
7. Discuss the basic concepts of computer-assisted legal research.
8. Discuss the basic concepts of time keeping software, recording tasks, time spent and expenses.

III. THECB Learning Outcomes (WECM)

1. Use legal terminology.
2. Explain fundamental legal concepts categorizing substantive areas of law and the federal and state judicial systems.
3. Identify the ethical obligations of the legal professional in various practice areas with particular emphasis on the paralegal's role in the legal profession.

IV. Evaluation

A chapter quiz will be administered online each week for a maximum of 100 points. A critical thinking discussion will be assigned for each chapter for a maximum of 10 points. Units I, II, and III will each be followed by a comprehensive exam worth 250 points each. The final exam will be comprehensive and worth a maximum of 150 points. There will be one legal writing assignment given worth a maximum of 10 points. The grading scale is based on a possible 1900 points for the course.

Grading Scale:

1700 - 1900	=	A
1500 - 1899	=	B
1300 - 1499	=	C
1100 - 1399	=	D
Below 1100	=	F
Incomplete	=	I
Withdrew or Withdrawn	=	W

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

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling 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.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.