

COURSE OUTLINE

Legal Terminology

Course Description

BE 204. Legal Terminology. 3 hours credit. Prerequisite: A score at a pre-determined level in reading and writing on a placement instrument or EG 060 with a C or better. This course will enable the student to spell, pronounce, and define words and terms essential for legal secretaries, paralegals, or others in legal fields.

Course Relevance

The principles learned in this course will enable the student to have an effective understanding of foundation legal terms to prepare for further study.

Required Materials

Brown, G. W., *Legal terminology*. Upper Saddle River, NJ: Prentice-Hall.

* - For complete textbook information, refer to <http://www.butlercc.bkstr.com>

Learning Outcomes

The intention is for the student to be able to:

1. Define terms related to specific areas of law.
2. Distinguish between true and false statements related to specific areas of law.
3. Match legal terms with definitions.

Learning PACT Skills that will be developed and documented in this course

Through involvement in this course, the student will develop ability in the following PACT skill area(s):

Analytical Thinking Skills

1. Problem solving
 - Through a variety of textbook activities, the student will demonstrate understanding of terms used in specific areas of law.

Major Summative Assessment Task(s)

These learning outcome(s) and the Learning PACT skill(s) will be demonstrated by:

1. Analyzing and synthesizing the concepts learned in the ten principal areas of law through evaluation legal case studies.

Course Content

- I. Skills or Competencies – Actions that are essential to achieve the course outcomes:
 - A. Defining key legal terms
 - B. Distinguishing between true and false legal statements

Learning Units

- I. Criminal law
 - A. Crimes, accomplices, and defenses
 - B. Larceny and embezzlement
 - C. Crimes against the person
 - D. Homicide
 - E. Burglary, arson, receipt of stolen goods, and forgery
 - F. Crimes against morality and drug abuse

- II. Law of torts
 - A. Torts and tortfeasors
 - B. Intentional torts
 - C. Negligence and property liability

- III. Law of contracts
 - A. Formation of contracts
 - B. Contract requirements
 - C. Third parties and discharge of contracts

- IV. Law of personal property and agency
 - A. Personal property and bailments
 - B. Intellectual property
 - C. Law of agency

- V. Practice and procedures
 - A. Beginning a court action
 - B. Service of process and attachments
 - C. Defensive pleadings
 - D. Methods of discovery
 - E. Pretrial hearing and jury trial
 - F. Steps in a trial

- VI. Law of wills and estates
 - A. Wills, testaments, and advance directives
 - B. Revocations, lapses, and ademption
 - C. Principal clauses in a will
 - D. Disinheritance and intestacy
 - E. Personal representative of the estate
 - F. Settling an estate
 - G. Trusts

- VII. Law of real property
 - A. Estates in real property
 - B. Co-ownership and multi-ownership of real property
 - C. Acquiring title to real property
 - D. Deeds

- E. Mortgages
- F. Recording system
- G. Airspace and water rights
- H. Easements, restrictions, and zoning regulations
- I. Landlord and tenant

VIII. Family law

- A. Marriage, divorce, and dissolution of marriage
- B. Divorce procedures

IX. Law of negotiable instruments

- A. Negotiable instruments
- B. Drafts, notes, and certificates of deposits

X. Business organization and bankruptcy

- A. Business organization
- B. Law of bankruptcy

Learning Activities

Learning activities include completion of assessment tasks, written textbook exercises, student and instructor discussion, and other activities at the discretion of the instructor.

Grade Determination

The student will be graded on learning activities and assessment tasks. Grade determinants may include the following: daily work, quizzes, chapter or unit tests, comprehensive examinations, projects, presentations, class participation, and other methods of evaluation at the discretion of the instructor.