

COURSE OUTLINE **Legal Terminology**

Course Description

BE 204. Legal Terminology. 3 hours credit. This course will enable the student to spell, pronounce, and define words and terms essential for legal secretaries, paralegals, or others in legal fields. Materials coordinate with those used in BE141, Legal Transcribing Machines.

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 in the areas of criminal justice, preparation for paralegal courses and application of knowledge in BE 141, Legal Transcribing Machines.

Required Materials

BE 204 Textbook:

Brown, G. (1998). *Legal terminology*. (4th ed.). Upper Saddle River, NJ: Prentice-Hall.

Supplemental Materials

Garner, B. (2001). *A dictionary of modern legal usage*. (2nd ed.) New York, NY: Oxford University Press.

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

Primary Learning PACT Skills that will be DEVELOPED and/or documented in this course

Through the student's involvement in this course, he/she will develop his/her ability in the following primary PACT skill areas:

1. Problem Solving
 - Through a variety of textbook activities, the student will demonstrate understanding of terms used in specific areas of the law.
2. Reading
 - Through analysis of the legal terminology text, the student will demonstrate correct understanding and usage of legal terminology.

Secondary skills (developed but not documented):

Time Management
Internet Use

Major Summative Assessment Task(s)

These learning outcomes and the primary Learning PACT skills will be demonstrated by

1. Successful completion of a comprehensive paragraph that analyzes and synthesizes the concepts learned in the ten principal areas of law
2. Demonstration of understanding of key terms in the legal field
3. Identifying examples of specific categories of ten major areas of law

Course Content

- I. Themes – Key recurring concepts that run through out this course:
 - A. Legal system
 - B. Legal terms
 - C. Latin legal terms
- II. Issues – Key areas of conflict that must be understood in order to achieve the intended outcome:
 - A. Understand and correctly use key legal terms
- III. Concepts – Key concepts that must be understood to address the issues:
 - A. Legal terms originated from Latin words
 - B. Understanding the three principal groups of crimes
 - C. Understanding the specific definition of crime
- IV. Skills/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

- X. Business Organization and Bankruptcy
 - A. Business organization
 - B. Law of bankruptcy

Learning Activities

Learning activities include written textbook exercises, student and instructor discussion, and optional computerized and web-sourced learning materials.

Grade Determination

The student will be graded on the satisfactory completion of learning activities. Grade determinants may include daily work, chapter quizzes, and a summative assessment.