

<b>CLASS NUMBER AND NAME</b>	<b>LGN421A LEGAL TERMINOLOGY</b>
<b>TOTALCLOCK HOURS/UNITS:</b>	24 hours/1 units
<b>PREREQUISITES:</b>	Completion of ENN200B Business English IIB, Completion of LGN130A Business Law I, Completion of or Concurrent Enrollment in LGN420A Legal Transcription I.
<b>TEXT AND MATERIAL:</b>	<p><i>Core Grammar for Lawyers</i>. Carolina Academic Press. 2011; Gordon W. Brown and Kent D. Kauffman. <i>Legal Terminology</i>. Empire College of Business Legal Studies Custom Edition. 6<sup>th</sup> ed. Gordon Brown, Kent W. Kauffman. Prentice Hall Pub. 2013 (ISBN 9781269097512).</p> <p>Suggested: flashcards, thumbdrive</p>
<b>CLASS DESCRIPTION:</b>	The course is an in-depth review of grammar and legal terminology necessary to properly prepare and proofread documents in a law office. The course is completed by reviewing lessons and taking quizzes using the online program <i>Core Grammar for Lawyers</i> , which was developed specifically to develop and improve the grammar skills of legal professionals. Students will learn and apply legal terms through review, repetition, and homework exercises.
<b>CLASS OBJECTIVES:</b>	Students will learn proper legal terminology, review formal grammar rules, understand, and practice the appropriate use of grammar in formal legal documents.
<b>CLASS FORMAT OVERVIEW:</b>	This course will be a combination of in-class work on computer assignments, class discussions, and a weekly overview of homework assignments.
<b>REQUIREMENTS:</b>	This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences. Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus diagrams, flashcards, and practice tests all when appropriate to augment learning. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.
<b>METHODS OF INSTRUCTION:</b>	This class uses on-line course materials supplemented with direction and assistance from the instructor. Students are expected to be present at each class session. <b>ALL DUE DATES ARE POSTED ON THE CLASS CALENDAR.</b> The instructor is available to assist students helping with technical issues, providing feedback and direction, and answering questions.
<b>CLASS ATTENDANCE:</b>	It is critical to the student's success to attend class every day. The student's presence for the entire hour is an important demonstration of the concept of professional demeanor and shows respect for the class. Therefore, students will only be marked present when they arrive on time and remain for the

entire class session. A student must be present for a minimum of 80 percent of the class, or she or he will be asked to leave the class and will either be withdrawn (depending on when in the class the student falls beneath the required attendance) or receive a failing grade in the class.

## TESTING

A pre-test will be taken by every student at the beginning of the on-line *Core Grammar for Lawyers* course as a self-assessment tool for each student. The pre-test score will not be counted as part of the student's grade. All students will still be required to take all of the lessons in the course. A final post test must be taken and passed at the end of the *Core Grammar for Lawyers* course in order for a student to receive a passing grade in the class. Terminology quizzes will be given weekly.

## GRADING POLICIES:

Students must complete all projects as assigned. **No late work will be accepted in this class.**

Weighting of grades is as follows:

100% Homework, Quizzes, Successful Completion of Core Grammar

Combined grades from attendance, class participation, quizzes, final exams or written papers, as applicable, will be graded on the following scale:

100-90%	A
89- 80%	B
79- 70%	C
69- 60%	D
Below 60%	F

## ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will:

1. Understand general grammar conventions and demonstrate a familiarity with important grammar rules;
2. Understand and apply fundamental grammar skills in creating formal legal documents;
3. Understand the use of proper punctuation in formal legal documents;
4. Understand how to properly format legal documents containing lists or block quotations;
5. Understand the need for clarity in legal writing;
6. Understand legal terms, how they are pronounced, and how they are applied in context.

**LGN421A – LEGAL TERMINOLOGY**

WEEK	Terminology in-Class Assignments using <i>Core Grammar for Lawyers</i>	Homework Assignments: all homework assignments are from <i>Legal Terminology</i>
ONE	<p>Introduction to course Login to Core Grammar for Lawyers course Take Pre-test Lesson One: A. Sentence Structure: Complete entire lesson (4 topics) by end of class Week One (100 points)</p> <p>Review: Homework from Chapter 1 <i>Legal Term.</i> Quiz: Chapter 1 <i>Legal Term.</i> (20 points)</p>	<p>HW: Read Chapter 1, <b>Court Systems and Jurisdictions</b> Answer: <i>Reviewing What You Learned</i> (50 points) Answer: <i>Checking Terminology</i> (A) or (B) (25 points)</p> <p>SHOW your work to your instructor</p> <p>PREPARE flashcards for Quiz 1</p>
TWO	<p>Lesson Two: B. Quotations Complete entire lesson (4 topics) by end of class Week Two (100 points)</p> <p>Review: Homework from Chapter 2 <i>Legal Term.</i> Quiz: Chapter 2 <i>Legal Term</i> (20 points) Review: Homework from Chapter 3 <i>Legal Term</i> Quiz: Chapter 3 <i>Legal Term</i> (20 points)</p>	<p>HW: Read Chapter 2, <b>Criminal Trial Procedure</b> Answer: <i>Reviewing What You Learned</i> (50 points) Answer: <i>Checking Terminology</i> (A) or (B) (25 points)</p> <p>SHOW your work to your instructor</p> <p>PREPARE flashcards for Quiz 2 HW</p> <p>Read Chapter 3, <b>Civil Trial Procedure</b> Answer: <i>Reviewing What You Learned</i> (50 points) Answer: <i>Checking Terminology</i> (A) or (B) (25 points)</p> <p>SHOW your work to your instructor</p> <p>PREPARE flashcards for Quiz 3</p>
THREE	<p>Lesson Three: C. Lists Complete entire lesson (4 topics) by end of class Week Three (100 points)</p> <p>Review: Homework from Chapter 4 <i>Legal Term.</i> Quiz: Chapter 4 <i>Legal Term</i> (20 points) Review: Homework from Chapter 5 <i>Legal Term.</i> Quiz: Chapter 5 <i>Legal Term</i> (20 points)</p>	<p>HW: Read Chapter 4, <b>Methods of Discovery</b> Answer: <i>Reviewing What You Learned</i> (50 points) Answer: <i>Checking Terminology</i> (A) or (B) (25 points)</p> <p>SHOW your work to your instructor</p> <p>PREPARE flashcards for Quiz 4</p> <p>HW: Read Chapter 5, <b>Pretrial Hearing and Jury Trial</b> Answer: <i>Reviewing What You Learned</i> (50 points) Answer: <i>Checking Terminology</i> (A) or (B) (25 points)</p> <p>SHOW your work to your instructor</p> <p>PREPARE flashcards for Quiz 5</p>
FOUR	<p>Lesson Four: D. Verbs and Agreement Complete entire lesson (4 topics) by end of class Week Four (100 points)</p> <p>Review: Homework from Chapter 6 <i>Legal Term.</i> Quiz: Chapter 6 <i>Legal Term</i> (20 points)</p>	<p>HW: Read Chapter 6, <b>Steps in a Trial</b> Answer: <i>Reviewing What You Learned</i> (50 points) Answer: <i>Checking Terminology</i> (A) or (B) (25 points)</p> <p>SHOW your work to your instructor</p> <p>PREPARE flashcards for Quiz 6</p>
FIVE	<p>Lesson Five: E. Citation Manual Eccentricities Complete entire lesson (4 topics) by end of class Week Five (100 points)</p> <p>Review: Homework from Chapter 7 <i>Legal Term.</i> Quiz: Chapter 7 <i>Legal Term</i> (20 points)</p>	<p>HW: Read Chapter 7, <b>Legal Ethics</b> Answer: <i>Reviewing What You Learned</i> (50 points) Answer: <i>Checking Terminology</i> (A) or (B) (25 points)</p> <p>SHOW your work to your instructor</p> <p>PREPARE flashcards for Quiz 7</p>

SIX	Lesson Six: Clarity Complete entire lesson (4 topics) (100 points) by end of class Week Six and take final Post-Test (200 points)	HW: Study for Post-Test, Core Grammar for Lawyers.
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*The instructor reserves the right to reconfigure the above with prior notice to the class. The class objectives will be met regardless of deviation from this outline.*

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