

# Course Syllabus

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**Department** : OFST  
**Course Title** : Legal Terminology  
**Section Name** : POFL 1305  
**Start Date** : 1/18/2011  
**End Date** : 5/9/2011  
**Modality** : ONLINE  
**Credits** : 3

## Instructor Information

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**Name** : Nancy Stewart  
**OC Email** : nstewart@odessa.edu  
**OC Phone #** : 432-335-6486

Fall Office Hours:

M 9-10 11:30-1

T 9:00-9:30 11-1

W 9-10 11:30-1

TH 9-9:30 11-1

F By Appointment Only

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

## Course Description

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An introduction to legal terminology including spelling, pronunciation, and definition of legal terms and an overview of the law and the professions.

## Prerequisites/Corequisites

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None

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(1, 2, 6, 11)

### **Course Objectives**

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1. Use correct language skills, grammar, and punctuation.(2)
2. \*Proofread documents. (1, 2)
3. \*Read legal documents. (1)
4. Write legal essays. (2)
5. Acquire and evaluate legal documents. (6)
6. Listen and explain legal procedures. (11)
7. \*Define legal terminology. (1)
8. \*Define family law terms. (1)
9. \*Define environmental law terms. (1)
10. \*Define criminal law terms. (1)
11. \*Define wills, trusts, and probate terms. (1)
12. \*Define torts, insurance, and claims terms. (1)

\*INDICATES INTEGRATED,CORE CURRICULUM SKILLS

(Math, Reading, Communication,Technological Literacy and/or Critical Thinking)

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### **Required Readings/Materials**

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**Required** readings/materials:

LegalTerminology, Brown, 5<sup>th</sup> edition

### **Course Requirements (Lectures, Assignments and Assessments)**

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| <b>DATES</b> | <b>ASSIGNMENT</b>               | <b>DESCRIPTION</b>                 |
|--------------|---------------------------------|------------------------------------|
| 1/18-1/28    | Part I Chapter s 1-7 Tests 1-4  | Terms Used in Practice & Procedure |
| 128-2/4      | Part II Chapters 8-12 Tests 5-6 | Terms Used in Criminal Law         |

|           |                                     |  |
|-----------|-------------------------------------|--|
| 2/4-2/11  | Part III Chapters 13-15 Test 7      | Terms Used in Law of Torts                         |
| 2/11-2/18 | Part IV Chapters 16-18 Test 8       | Terms Used in Law of Contracts                     |
| 2/18-2/25 | Part V Chapters 19-21 Test 9        | Terms Used in Law of Personal Property and Agency  |
| 2/25-3/11 | Part VI Chapters 22-28 Tests 10-12  | Terms Used in Law of Wills and Estates             |
| 3/21-4/8  | Part VII Chapters 29-37 Tests 13-16 | Terms Used in Law of Real Property                 |
| 4/8-4/15  | Part VIII Chapters 38-39 Test 17    | Terms Used in Family Law                           |
| 4/15-4/22 | Part IX Chapter 40 Test 18          | Terms Used in Law of Negotiable Instruments        |
| 4/22-4/29 | Part X Chapters 41- Test 19         | Terms Used in Business Organization and Bankruptcy |

### **Grading Policy**

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19 tests that are 20 points per test.

Total Points:

380-389 A

370-379 B

360-369 C

350-359 D

### **Special Needs**

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Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

### **Learning Resource Center (Library)**

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The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

### **Student E-mail**

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Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

### **Student Portal**

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Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

### **Technical Support**

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For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

### **Important School Policies**

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For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

**DISCLAIMER: Each student is responsible for checking the syllabus frequently as it will be updated as often as needed.**

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