



LOP 240 Legal Terminology Syllabus

Course Information

Credits	4
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Office Fax	785-273-7080

Description

Students will attain knowledge and understanding of terms commonly used in the legal profession. Students will learn to define the terms, correctly pronounce them and use them in legal context. Keyboard practice is used to solidify definitions and correct spelling of legal terms and terminology will be used in correspondence and legal pleadings.

Textbooks

Gildwell, Legal Terminology; Aspen Publishers; 2009; ISBN: 978-0-7355-7697-1.
Lee, Satterwhite, the Law Office Reference Manual; McGraw-Hill; 2008; 2nd edition; ISBN: 978-0-07-351183-2.

Student Learning Outcomes:

- A. Communicate effectively
- B. Integrate technology
- C. Learn effectively
- D. Demonstrate cooperative teamwork skills
- E. Apply safety in the workplace
- F. Think critically and creatively
- G. Demonstrate responsible work ethics

Competencies

- 1. Define terminology used in the courts and legal system.
- 2. Correctly spell and pronounce terminology used in the courts and legal system
- 3. Define general legal terminology.
- 4. Correctly spell and pronounce general legal terminology.
- 5. Apply general legal terminology in legal correspondence and legal pleadings.
- 6. Define terminology used in the pretrial phase of litigation.
- 7. Correctly spell and pronounce terminology used in the pretrial phase of litigation.

8. Define terminology used in litigation trial and proceedings.
9. Correctly spell and pronounce terminology used in litigation trial and proceedings.
10. Define terminology used in litigation verdicts and judgments.
11. Correctly spell and pronounce terminology used in litigation verdicts and judgments.
12. Define terminology used in litigation judgments and appeals.
13. Correctly spell and pronounce terminology used in litigation judgments and appeals.
14. Demonstrate the use of litigation terminology in legal correspondence and legal pleadings.
15. Define terminology used in bankruptcy proceedings.
16. Correctly spell and pronounce terminology used in bankruptcy proceedings.
17. Define terminology used in civil actions.
18. Correctly spell and pronounce terminology used in civil actions.
19. Demonstrate the use of civil legal terms in correspondence and civil pleadings.
20. Define terminology used in partnerships and corporations.
21. Correctly spell and pronounce terminology used in partnerships and corporations.
22. Demonstrate the use of terminology in partnership and corporation correspondence and legal documents.
23. Define terminology used in criminal law.
24. Correctly spell and pronounce terminology used in criminal law.
25. Demonstrate the use of criminal terminology in correspondence and criminal law pleadings.
26. Define terminology used in probate actions - wills and estates.
27. Correctly spell and pronounce terminology used in probate actions.
28. Define legal terminology used in real property and contract law.
29. Correctly spell and pronounce terminology used in real property and contract law.
30. Define terminology used in domestic relations law.
31. Correctly spell and pronounce terminology used in domestic relations law.
32. Demonstrate the use of domestic relations terminology in legal correspondence and legal pleadings.
33. Define and correctly spell common latin words and phrases used in the legal profession.

Guidelines for Success

Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Scale

A	92%-100%
B	84%-91%
C	76%-83%
D	68%-75%
F	67% or below

The course is graded by 70% classroom work and test scores, and 30% daily participation.

Attendance

Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a student's grade or the ability to continue in the course. If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator

Phone: 785-228-6356

E-Mail: ssscoordinator@washburn.edu

