

Course Syllabus

Department : OFST
Course Title : Legal Terminology
Section Name : POFL 1305
Start Date : 8/25/2011
End Date : 12/8/2011
Modality : ONLINE
Credits : 3

Instructor Information

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

Fall Office Hours:

M 9:30-1:30

T 11-1

W 9-11

TH 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

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

Prerequisites/Corequisites

None

[Scans](#)

(1, 2, 6, 11)

Course Objectives

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

Required readings/materials:

Legal Terminology, Brown, 5th edition

Course Requirements (Lectures, Assignments and Assessments)

DATES	ASSIGNMENT	DESCRIPTION
8/25-9/9	Part I Chapter s 1-7 Tests 1-4 Discussion 1	Terms Used in Practice & Procedure
9/9-9/23	Part II Chapters 8-12 Tests 5-6 Discussion 2	Terms Used in Criminal Law
9/23-9/30	Part III Chapters 13-15 Test 7	Terms Used in Law of Torts

	Discussion 3	
9/30-10/7	Part IV Chapters 16-18 Test 8	Terms Used in Law of Contracts
10/7-10/14	Part V Chapters 19-21 Test 9 Discussion 4	Terms Used in Law of Personal Property and Agency
10/14-10/28	Part VI Chapters 22-28 Tests 10-12	Terms Used in Law of Wills and Estates
10/28-11/18	Part VII Chapters 29-37 Tests 13-16	Terms Used in Law of Real Property
11/18-11/30	Part VIII Chapters 38-39 Test 17	Terms Used in Family Law
11/30-12/5	Part IX Chapter 40 Test 18 Discussion 5	Terms Used in Law of Negotiable Instruments
12/5	Part X Chapters 41- Test 19	Terms Used in Business Organization and Bankruptcy

Grading Policy

19 tests that are 20 points per test.

5 Discussion topics that are 5 points per discussion.

Total Points:

396-405 A

386-395 B

376-385 C

366-375 D

Special Needs

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)

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

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

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

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.

Important School Policies

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.