

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Legal Writing
COURSE NUMBER	PRLG 0205
DIVISION	Social and Behavioral Sciences & Public Services
DEPARTMENT	Paralegal
CIP CODE	22.0302
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	PRLG 0121
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

Legal Writing has been designed to enhance legal and factual research skills and to introduce the preparation of documents commonly used in law office operations and in routine communications with clients, witnesses and other professional personnel. Emphasis will be on the preparation of a legal memorandum or brief and other legal related documents.

Institutional Learning Outcomes

- Communication
- Computation and Financial Literacy
- Critical Reasoning
- Technology and Information Literacy
- Community and Civic Responsibility
- Personal and Interpersonal Skills

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Review of Legal Research
 - A. Primary and Secondary Authorities
 - B. Citation
- II. Fundamentals of Writing
- III. Client Opinion Letters
- IV. Contracts
- V. Pleadings, Motions, Discovery
 - A. Complaint
 - B. Answer
 - C. Summary Judgment
 - D. Motion in Limine
 - E. Request for Documents
 - F. Request for Admissions
 - G. Interrogatories
- VI. Law Office Memo
- VII. Memorandum of Law
- VIII. Appellate Brief

COURSE LEARNING OUTCOMES

Upon successful completion of this course, the student will:

- A. CLO #1 The student shall be able to discuss the fundamentals of writing
- B. CLO #2 The student shall be able to show an understanding of client opinion letters.
- C. CLO #3 The student shall be able to show a thorough understanding of contracts.
- D. CLO #4 The student shall be able to discuss the differences of pleadings, motions, discovery.
- E. CLO #5 The student shall be able to demonstrate composition of a law office memo.
- F. CLO #6 The student shall be able to demonstrate use of a memorandum of law.
- G. CLO #7 The student shall be able to explain an appellate brief.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.