

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
LEG 110S INTRODUCTION TO LEGAL ASSISTING
3 CREDIT HOURS

COURSE DESCRIPTION

An overview of the legal system and the work, skills, and ethical responsibilities of a legal assistant. Basic substantive and procedural terminology associated with the major areas of the law is introduced along with the fundamental techniques of research, case analysis, and information gathering.

COURSE GOALS

The student will:

Bloom's Level		Program Outcomes
2	1. Describe the nature of the work of the legal assistant.	5
5	2. Evaluate the issues that concern the regulation of the profession and the role of professional associations.	5
3A	3. Adopt a sense of professionalism in attitude, quality of work, appearance, and conduct.	6
2	4. Explain the unauthorized practice of law restrictions that apply to the legal assistant.	5
2	5. Describe the ethical responsibilities that impact the legal assistant.	5
1	6. Identify the organization of the federal and state legal systems.	1
3/2	7. Use legal resources to answer legal questions and properly cite Ohio's primary and secondary authorities.	2
1	8. Identify the fundamental aspects of criminal and civil proceedings.	1
3A	9. Accept the legal assistant's role in the preparation for and support during a trial.	1, 4, 7

An "A" indicates the Affective Domain.

CORE VALUES

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Introduction to the Profession
 - a. Overview
 - b. Legal Ethics/Responsibilities
 - c. Professionalism
 - d. Professional Associations
2. American Legal System
 - a. Sources of Law
 - b. State and Federal Court Structure
 - c. Criminal Procedure
 - d. Civil Procedure
3. Legal Research Skills