

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Legal Assistant 110

COURSE TITLE: Legal Writing & Communications

Units: 3
Grade Only

CATALOG COURSE DESCRIPTION:

This core course covers legal writing and oral communications. Students receive a thorough examination of case analysis, legal reasoning, brief writing, legal memoranda, reports, and correspondence. They also develop interpersonal skills and learn how to interface with clients.

REQUISITES:

Advisory: Completion of or concurrent enrollment in:
LEGL 105 with a grade of "C" or better, or equivalent

Limitation on Enrollment:

This course is not open to students with previous credit for ADJU 108 or BUSE 182

FIELD TRIP REQUIREMENTS: May be required

TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU and/or private colleges and universities

TOTAL LECTURE HOURS: 48 - 54

TOTAL LAB HOURS:

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Analyze case and statutory laws
2. Construct legal briefs outlining issues, facts, and the legal reasoning of the court
3. Compose legal memoranda (external and internal)
4. Compare and contrast current legal issues orally
5. Prepare legal correspondence on a variety of topics
6. Apply the rules of ethics to a given legal situation involving the unauthorized practice of law
7. Cite case law in accordance with California Style Manual and Harvard Blue Book rules, orally and in written format
8. Differentiate and use extensive legal terminology.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Analytical principles and the legal process
 - A. Sources of law
 - B. Hierarchy of the law
 - C. Legal analysis using Issue, Rule, Application, and
- II. Conclusion (IRAC)
- III. Legal analysis
 - A. Case analysis and application to facts
 - B. Statutory analysis and application to facts
- IV. Briefing cases
 - A. Facts
 - B. Issue identification
 - C. Case law application
 - D. Counter-analysis
- V. Legal Writing Skills
 - A. General principles of legal writing
 - B. Legal terminology
 - C. Legal citations
- VI. Drafting office legal memorandum
 - A. Client letters
 - B. Engagement letters
 - C. Assessment letters
 - D. Periodic status reports
 - E. General correspondence
 - F. Memorandum of points and authorities
- VII. Preparing external memoranda
 - A. Trial briefs
 - B. Motions
- VIII. Ethics
 - A. Unauthorized practice of law
 - B. Analysis and application of ethical rules

B. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following:

- I. 1. Chapters from assigned textbook.
- II. 2. Articles in legal periodicals that analyze current issues of ethics in the legal profession.
- III. 3. Internet reports that explore the legal reasoning of the courts on current civil cases.

C. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. 1. Analyzing and evaluating case and statutory research material
- II. 2. Preparing legal correspondence and memoranda
- III. 3. Analyzing and evaluating how law applies to given cases
- IV. 4. Comparing and contrasting ethical guidelines.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. 1. Researching cases in a law library
- II. 2. Visiting a law firm and interviewing legal assistants
- III. 3. Meeting with team members to prepare oral arguments
- IV. 4. Attending local paralegal association's monthly meetings.

E. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. 1. Preparing case briefs
- II. 2. Writing legal memoranda such as opinion and engagement letters
- III. 3. Writing a memorandum of points and authorities
- IV. 4. Preparing legal reports and legal correspondence
- V. 5. Answering essay questions assigned in class relating to legal writing
- VI. 6. Comparing and contrasting the rules of ethics in a draft paper.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Essay exams that assess students' comprehension of legal materials
- Legal memorandum assignments
- Client letter Assignments
- Persuasive oral presentation on current issues in a professional format
- Written case analysis.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Lecture
- * Lecture Discussion
- * Computer Assisted Instruction
- * Audio-Visual
- * Distance Education
- * Distance Education

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Harvard Law Review. The Bluebook, A Uniform System of Citation, 17th ed. Harvard Law Review, 2002,
2. Putman, William. Legal Analysis & Writing for Paralegals, 1st ed. West Publ. Co., 1998,

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

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ORIGINATION DATE: 06/27/1989
PROPOSAL ORIGINATOR: Helen Webb
CO-CONTRIBUTOR(S)
PROPOSAL DATE: 05/05/2002