JEFFERSON COLLEGE
COURSE SYLLABUS

BIT121
LEGAL TERMINOLOGY
3 Credit Hours

Prepared by:
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Career & Technical Education
Dr. John R. Keck, Dean
Brenda Russell, Associate Dean
BIT121 LEGAL TERMINOLOGY

I. CATALOG DESCRIPTION

A. Prerequisite: none

B. 3 semester credit hours

C. Legal Terminology will teach the student the meaning of legal and Latin terms. It will also cover instruction on the legal system and the legislative process, criminal law, civil law, administrative law, constitutional law, torts, contracts and sales, property, labor and employment law, domestic relations, decedent estates, cyberspace law, and environmental protection. (F,S)

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURE

<table>
<thead>
<tr>
<th>Students will be able to define legal and Latin terms.</th>
<th>Students will take in-class exams.</th>
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<tbody>
<tr>
<td>Students will demonstrate knowledge of the legal system and the legislative process.</td>
<td>Students will make a PowerPoint presentation about the legal system and the legislative process for their class manual.</td>
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<tr>
<td>Students will demonstrate knowledge of criminal and civil law.</td>
<td>Students will write a paper on criminal and civil law.</td>
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<tr>
<td>Students will demonstrate knowledge of administrative and constitutional law.</td>
<td>Students will write a paper on administrative and constitutional law.</td>
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<tr>
<td>Students will demonstrate knowledge of torts and contracts and sales.</td>
<td>Students will write a paper on torts, contracts and sales.</td>
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<tr>
<td>Students will demonstrate knowledge of labor and employment law.</td>
<td>Students will write a paper on labor and employment law.</td>
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<tr>
<td>Students will demonstrate knowledge of the law pertaining to domestic relations.</td>
<td>Students will write a paper on domestic relations.</td>
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<tr>
<td>Students will demonstrate knowledge of the law pertaining to decedent estates.</td>
<td>Students will write a paper on decedent estates.</td>
</tr>
<tr>
<td>Students will demonstrate knowledge of the law pertaining to cyberspace.</td>
<td>Students will write a paper on the law pertaining to cyberspace.</td>
</tr>
<tr>
<td>Students will demonstrate knowledge of property and environmental protection law.</td>
<td>Students will write a paper on property and environmental protection law.</td>
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III. COURSE OUTLINE WITH UNIT OBJECTIVES

A. The Legal System and the Legislative Process
   1. The U. S. Legal System
   2. State and Federal Court Systems
   3. Officers of the Court

B. Criminal Law
   1. General principles
   2. Crimes against the person
   3. Crimes against the property
   4. Drug offenses
   5. Criminal activity
   6. General constitutional principles
   7. Search and seizure
   8. Arrest
   9. Due Process of Law
   10. Criminal Pre-trial procedures
   11. Trial
   12. Sentencing
   13. Appeals

C. Civil Law
   1. Pretrial
   2. Discovery
   3. Remedies
   4. Pretrial procedures
   5. Trial proceedings
   6. Appellate process
   7. Alternative dispute resolution

D. Administrative Law
   1. General principles
   2. The promulgation process
   3. Enforcement process
   4. Appeals
   5. Departments of the U.S.
   6. Specific agencies

E. Constitutional Law
   1. Overview of Constitutional law
   2. Constitutional powers
   3. Power of Federal law over State law
   4. Commerce clause
   5. First Amendment rights
   6. Due Process
   7. Right to privacy
F. Torts
   1. General principles
   2. Intentional torts
   3. Negligence
   4. Defenses to tort claims
   5. Damages in tort laws

G. Contracts and Sales
   1. The common law of contracts
   2. Formation of a contract under common law
   3. Types of contracts
   4. Contract clauses, breach of contract and defenses
   5. Remedies for breach of contract

H. Property
   1. General principles
   2. Transfer of property
   3. Estates in property
   4. Bailments
   5. Leases

I. Labor and Employment Law
   1. Development of labor law
   2. Labor unions
   3. Union shops
   4. Formation of a union
   5. Collective bargaining and strikes
   6. Fair labor standards act
   7. Family and medical leave
   8. Worker’s compensation
   9. OSHA
   10. Polygraph examination
   11. COBRA

J. Domestic Relations
   1. Domestic relations prior to marriage
   2. Marriage
   3. Adoption and surrogate parenthood
   4. Separation and divorce
   5. Child custody and support
   6. Tort actions related to marriage
   7. Second marriage

K. Decedent estates
   1. Writing of wills
   2. Types of wills
   3. Heirs and the Inheritance of Property
   4. Probate of the Will
   5. Trusts
L. Cyberspace Law
   1. Jurisdiction over web site operators
   2. Copyright issues
   3. Cybercrime
   4. Internet domains
   5. Federal legislation concerning cyberlaw

M. Environmental Protection
   1. Air pollution
   2. Water pollution
   3. Land pollution

IV. METHOD OF INSTRUCTION
   A. Lecture
   B. Discussion
   C. Projects-writing assignments

V. REQUIRED TEXTBOOK(S) WITH PUBLICATION INFORMATION


VI. REQUIRED MATERIALS (STUDENT)

   Three-ring binder, flash drive, pen, pencil, and paper

VII. SUPPLEMENTAL REFERENCES

   Work will be done through Internet sites.

VIII. METHOD OF EVALUATION (BASIS FOR DETERMINING GRADE)

   A. Tests and quizzes 50%
   B. Written assignments 50%

IX. ADA AA STATEMENT

   Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3169).
X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.