ALEXANDRIA TECHNICAL AND COMMUNITY COLLEGE

LEGL 2612: PARALEGAL SKILLS AND LEGAL WRITING

A. COURSE DESCRIPTION

Credits: 4
Lecture Hours/Week: 3
Lab Hours/Week: 2
OJT Hours/Week: *.*

Prerequisites:
This course requires the following prerequisite
   LEGL 1602 - Civil Litigation (Number of Years Valid: 5)

Corequisites: None
MnTC Goals: None

This course expands on the role of the paralegal in the workplace and legal system. The basic concepts of administrative law and procedure in federal and state agencies are examined with emphasis on the paralegal's role in administrative law. Students develop client and witness interviewing skills including analysis and problem solving skills intended to prepare paralegals to communicate effectively while recognizing ethical problems. There is an emphasis on legal writing throughout the course. Students develop and utilize key strategies of clear, concise, and effective legal writing. Prerequisite: LEGL1602 and 2.5 overall GPA in paralegal track.

B. COURSE EFFECTIVE DATES: 08/29/2005 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Conduct client/witness interviews.
2. Critique writing samples.
3. Develop clear, concise writing skills.
4. Discuss the interviewing process and ethical considerations.
5. Draft correspondence and court documents.
6. Examine the role of a paralegal in administrative law.
7. Examine the rule making process for administrative agencies.
8. Identify components of a successful client interview.
9. Identify types of administrative agencies and their authority.
10. Prepare memorandums associated with interviews.
11. Read and brief administrative law cases.

D. LEARNING OUTCOMES (General)

1. The learner will understand the purpose, types, powers, and general functions of administrative agencies.
2. The learner will understand and utilize key strategies of effective letter writing.
3. The learner will be able to successfully conduct client and witness interviews.
4. The learner will understand and utilize key strategies of effective legal writing.

E. MINNESOTA TRANSFER CURRICULUM GOAL AREA(S) AND COMPETENCIES

None
F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted