Description: This course is designed to give the student a background in basic legal terminology. The student who successfully completes this course will understand the “language” of legal professions in a contextual application of the terminology.

Outcomes: Students successfully completing the course will have the ability to:

• Correctly spell, pronounce, and define legal terms.
• Recognize formats, styles, punctuations, spellings, and customs within the legal office.
• Recognize and become familiar with the major fields of law and the terminology associated with the respective field.

Grading:

• Chapter Activities ............................... 30%
  -Quality and accuracy of your work
• Terminology Evaluations .................... 70%

Each assignment, quiz, exam, etc., will have a total possible point value assigned to it. Completed tasks/tests will be evaluated and awarded a point value. **No late assignments, tests, quizzes will be awarded point values.**
FINAL GRADING:

Grades will be assigned as listed below based on the percentage of total points earned divided by the total number of possible points.

- A = 93 - 100%
- A- = 90 - 92%
- B+ = 87 - 89%
- B = 83 - 86%
- B- = 80 - 82%
- C+ = 77 - 79%
- C = 73 - 76%
- C- = 70 - 72%
- D+ = 67 - 69%
- D = 60 - 66%
- F = Below 60%