

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: LGL 220

Credits: 3

Course Title: Administrative Practice and Procedure

Course Description: Surveys applicable administrative laws, including the Privacy Act, the Administrative Process Act, and Freedom of Information Act. Studies practice and procedure involving the Department of Alcoholic Beverage Control, State Corporation Commission, Virginia Workers' Compensation Commission, Social Security Administration, Virginia Employment Commission, and other administrative agencies. Lecture 3 hours per week.

General Course Purpose: To acquaint the student in the Paralegal Studies, Litigation specialization with the practice and procedure applicable to administrative agencies.

Course Prerequisites and Co-requisites:

Prerequisites: None

Course Objectives:

Upon completing the course, the student will be able to

- a. Summarize the Administrative Process Act and the Virginia Freedom of Information Act;
- b. Apply the Rules of Practice and Procedure in certain Virginia agencies; and
- c. Apply the Rules of Practice and Procedure of the Social Security Administration.

Major Topics to Be Included:

- a. Virginia Freedom of Information Act
- b. Administrative Process Act
- c. State Corporation Commission
- d. Department of Alcoholic Beverage Control
- e. Virginia Workers' Compensation Commission
- f. Employment Compensation
- g. Social Security Administration

Effective Date of course Content Summary: June 2, 2016