

J. Sargeant Reynolds Community College
COURSE CONTENT SUMMARY

COURSE PREFIX and NUMBER: LGL 220

CREDITS: 3

COURSE TITLE: Administrative Practice and Procedure

PREREQUISITES: None

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 ABC Commission, State Corporation Commission, Division of Workers' Compensation, Social Security Administration, the Virginia Employment Commission and other administrative agencies. Lecture 3 hours per week.

General Course Purpose: To acquaint the student in the litigation specialization with the practice and procedure applicable to administrative agencies.

Major Topics to be Included:

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

COURSE OBJECTIVES:

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

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

Effective Date of course Content Summary: Reviewed February, 2009.