

Paralegal Studies

Introduction to Paralegal Studies

PLGL 1100 - 3 Credits

Designed to give students a basic understanding of the various functions of the paralegal/legal assistant's role in the American legal system. Builds a foundation of basic knowledge and skills necessary for someone seeking a career in the paralegal/legal assistant field. Prerequisite: English 1101 with a grade of C or better or equivalent or a score in the writing placement test to place into English 1101 or consent of instructor (3 lecture hours)

Drafting Legal Documents

PLGL 1150 - 3 Credits

Introduction to purposes and uses of various legal document drafting formats. Focus is on creation of basic legal documents that meet professional standards. Prerequisite: English 1101 with a grade of C or better or equivalent or consent of instructor. (3 lecture hours)

Civil Litigation

PLGL 1200 - 3 Credits

Designed to give paralegal students an understanding of the litigation process commencing from the initial fact-gathering stage through post-judgment proceedings. Builds a foundation of the procedural rules governing litigation as well as practice in comprehending and drafting litigation documents. Equal emphasis will be placed on practical application and theoretical knowledge. Prerequisite: Paralegal Studies 1100 with a grade of C or better or equivalent (3 lecture hours)

Legal Ethics/Law Office Organization

PLGL 1250 - 3 Credits

Covers the rules of legal ethics and the regulation of the legal profession. Law office organization and management are discussed. Hands-on exercises using law office technology are also included. Prerequisites: Paralegal Studies 1100 with a grade of C or better or equivalent (3 lecture hours)

Intro to Legal Research and Writing

PLGL 1500 - 3 Credits

Instruction in the basic techniques and skills necessary to conduct legal research and to summarize the results of that research in appropriate written form. Students learn to use legal research tools (both online and print) and develop legal reasoning skills to craft written documents such as legal correspondence, legal memoranda, and legal briefs. Practical skills are developed

through sequential written assignments which build analytical, research, and writing skills throughout the semester. Prerequisite: Paralegal Studies 1100 and Paralegal Studies 1150 with a grade of C or better or equivalent and students must have been accepted into the program pursuant to the program admission requirements or consent of instructor (3 lecture hours)

Selected Topics I

PLGL 1820 - 1-3 Credits

Introductory exploration and analysis of selected topics with a specific theme indicated by course title listed in college course schedule. This course may be taken four times for credit as long as different topics are selected. (1 to 3 lecture hours)

Advanced Legal Research and Writing

PLGL 2100 - 3 Credits

Advanced techniques and skills in legal research and legal writing. Focus on analytical skills in the examination of case law and precedent to prepare a trial court memorandum of law and portions of an appellate court brief. Prerequisite: Paralegal Studies 1500 with a grade of C or better or equivalent (3 lecture hours)

Bankruptcy Law

PLGL 2150 - 3 Credits

Introduction to bankruptcy proceedings including the initiation of a case, schedule preparation, and debtors' and creditors' rights under Chapters 7, 11, and 13 of the U.S. Bankruptcy Code. Prerequisite: Paralegal Studies 1100 or equivalent or consent of instructor. (3 lecture hours)

Criminal Law and Procedure

PLGL 2200 - 3 Credits

Overview of criminal law and court procedures including criminal investigations, witness interviews, pretrial procedures, drafting court documents, trial preparation, and trial assistance. Prerequisite: Paralegal Studies 1100 or equivalent, or consent of instructor (3 lecture hours)

Contract Law

PLGL 2225 - 3 Credits

Overview of the law of contracts. Introduces concepts of contract formation, performance and non-performance, termination, breach, and remedies. Rules of contract interpretation are also

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discussed. Prerequisite: Paralegal Studies 1100 with a grade of C or better, or equivalent (3 lecture hours)

Corporations and Other Business Organiza

PLGL 2250 - 3 Credits

Law of corporations and other business organizations. Includes the laws and business practices involved in sole proprietorships, general and limited partnerships, limited liability partnerships, and limited liability companies, and the legal forms that are commonly used in this practice area. Prerequisite: Paralegal Studies 1100 or equivalent, or consent of instructor (3 lecture hours)

Environmental Law

PLGL 2275 - 3 Credits

Introduces concepts of environmental law, including the major federal and state statutes. The roles of administrative agencies, the court system, and the paralegal are all explained. Ethical issues that may arise in the practice of environmental law are also explored. Prerequisite: Paralegal Studies 1100 or equivalent or consent of instructor (3 lecture hours)

Elder Law

PLGL 2280 - 3 Credits

Introduction to legal, moral and ethical issues in elder law resulting from the increase in the elderly population. Topics of discussion include guardianship, housing, health care, estate planning, abuse and neglect, and discrimination. Prerequisite: Paralegal Studies 1100 or equivalent or consent of instructor (3 lecture hours)

Estate Planning and Probate Law

PLGL 2300 - 3 Credits

Overview of the laws of wills, trusts and estates, and the role of the paralegal in estate planning and administration. Prerequisite: Paralegal Studies 1100 or equivalent, or consent of instructor (3 lecture hours)

Family Law

PLGL 2350 - 3 Credits

Overview of the basic concepts of family law, covering marriage, divorce, property division, spousal support, child custody, visitation, and support, tax consequences of separation, and divorce. Focus

on preparation of related necessary court documents. Prerequisite: Paralegal Studies 1100 or equivalent, or consent of instructor (3 lecture hours)

Immigration Law

PLGL 2380 - 3 Credits

Explores the immigration and naturalization process in the U.S. Introduces visa categories and their requirements, other legal paths to immigration and bars to immigration. Prerequisite: Paralegal Studies 1100 or equivalent or consent of instructor. (3 lecture hours)

Intellectual Property Law

PLGL 2400 - 3 Credits

Overview of intellectual property law. Introduces concepts of ownership of intellectual property. Includes patents, copyrights, trademarks and trade secrets, and how to prepare applications for protection of these rights. Prerequisite: Paralegal Studies 1100 or equivalent, or consent of instructor (3 lecture hours)

Labor & Employment Law

PLGL 2410 - 3 Credits

Introduction to legal issues that may arise as a result of the employer-employee relationship. Topics covered include history of employment law, federal and state laws regarding wage and hour issues, collective bargaining agreements, tort and contract law, and discrimination in employment. Prerequisite: Paralegal Studies 1100 with a grade of C or better, or equivalent or consent of instructor (3 lecture hours)

Law Office Technology

PLGL 2425 - 3 Credits

Introduction to software applications specific to law offices. Students will learn to format legal documents and use timekeeping, billing, litigation support, and case management software. Prerequisite: Paralegal Studies 1100 with a grade of C or better or equivalent and Office Technology Information 1200 with a grade of C. or better or equivalent or consent of instructor. (3 lecture hours)

Real Property Law

PLGL 2450 - 3 Credits

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Focus on principles of residential and commercial real property law. Includes information concerning recording of documents, title protection, legal descriptions, deeds, leases, mortgages, and closing papers. Prerequisite: Paralegal Studies 1100 or equivalent, or consent of instructor (3 lecture hours)

Personal Injury, Tort and Insurance Law

PLGL 2500 - 3 Credits

Focuses on basic elements of personal injury, tort and insurance law. Includes intent, negligence, damages, and liability without fault, as well as issues in malpractice and products liability and related insurance issues. Incorporates instruction in reviewing and analyzing medical records. Prerequisite: Paralegal Studies 1100 with a grade of C or better or equivalent or consent of instructor (3 lecture hours)

Paralegal Practicum

PLGL 2600 - 3 Credits

Capstone course integrating the application of all course work in the paralegal program. Students work in a law office under the supervision of an attorney and faculty advisor. Required seminars provide a forum for discussing issues related to working in the paralegal field, guidance in searching for jobs, and instruction about how to create a professional portfolio. Prerequisite: Paralegal Studies 1200, Paralegal Studies 1250 and Paralegal Studies 1500 or equivalent and consent of instructor. Students must have been accepted into the program pursuant to the program admission requirements or obtain written consent of the instructor before enrolling in class. (3 lecture hours)

Paralegal Practicum II

PLGL 2700 - 3 Credits

A continuation of Paralegal 2600 for students wishing to gain further on-the-job experience in employment sites related to their career objective. Designed to provide enhanced law office experience for a student desiring additional internship work. Cannot be used in place of required courses or electives within the paralegal curriculum. Prerequisite: Paralegal Studies 2600 with a grade of C or better or equivalent and consent of instructor. Student must submit application for enrollment at least 6 weeks prior to the start of the semester. (3 lecture hours)

Advanced Selected Topics I

PLGL 2820 - 1-3 Credits

Advanced exploration and analysis of selected topics with a specific theme indicated by course title listed in college course schedule. This course may be taken four times for credit as long as different topics are selected. Prerequisite: Paralegal Studies 1100 with a grade of C or better, or consent of instructor (1 to 3 lecture hours)

Internship (Career & Technical Ed)yCoop Ed/Internship Occup

PLGL 2860 - 1-4 Credits

Course requires participation in Career and Technical Education work experience with onsite supervision. Internship learning objectives are developed by student and faculty member, with approval of employer, to provide appropriate work-based learning experiences. Credit is earned by working a minimum of 75 clock hours per semester credit hour, up to a maximum of four credits. Prerequisite: 2.0 cumulative grade point average; 12 semester credits earned in a related field of study; students work with Career Services staff to obtain approval of the internship by the Associate Dean from the academic discipline where the student is planning to earn credit.

Internship Advanced (Career & Tech Ed)

PLGL 2865 - 1-4 Credits

Continuation of Internship (Career and Technical Education). Course requires participation in Career & Technical Education work experience with onsite supervision. Internship learning objectives are developed by student and faculty member, with approval of employer, to provide appropriate work-based learning experiences. Credit is earned by working a minimum of 75 clock hours per semester credit hour, up to a maximum of four credits. Prerequisite: 2.0 cumulative grade point average; 12 semester credits earned in a related field of study; students work with Career Services staff to obtain approval of the internship by the Associate Dean from the academic discipline where the student is planning to earn credit.