

# PARALEGAL STUDIES (PLGL)

## PLGL 1100

### ***Introduction to Paralegal Studies***

3 Credit Hours

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. (3 lecture hours)  
**Prerequisite:** ENGLI 1101 with a grade of C or better, or equivalent or a score in the Writing Placement Test to place into ENGLI 1101 or consent of instructor.

## PLGL 1150

### ***Drafting Legal Documents***

3 Credit Hours

Introduction to purposes and uses of various legal document drafting formats. Focus is on creation of basic legal documents that meet professional standards. (3 lecture hours)

**Prerequisite:** ENGLI 1101 with a grade of C or better, or equivalent or consent of instructor.

## PLGL 1200

### ***Civil Litigation***

3 Credit Hours

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. (3 lecture hours)

**Prerequisite:** Concurrent enrollment in PLGL 1100 or consent of instructor.

## PLGL 1250

### ***Legal Ethics/Law Office Organization***

3 Credit Hours

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. (3 lecture hours)

**Prerequisite:** Concurrent enrollment in PLGL 1100 or consent of instructor.

## PLGL 1500

### ***Introduction to Legal Research and Writing***

3 Credit Hours

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. (3 lecture hours)

**Prerequisite:** PLGL 1150 with a grade of C or better, or equivalent and concurrent enrollment in PLGL 1100 or consent of instructor.

## PLGL 1820

### ***Selected Topics I***

1-3 Credit Hours

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

## PLGL 2100

### ***Advanced Legal Research and Writing***

3 Credit Hours

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. (3 lecture hours)

**Prerequisite:** PLGL 1500 with a grade of C or better or equivalent.

## PLGL 2150

### ***Bankruptcy Law***

3 Credit Hours

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. (3 lecture hours)

**Prerequisite:** Concurrent enrollment in PLGL 1100 or consent of instructor.

## PLGL 2200

### ***Criminal Law and Procedure***

3 Credit Hours

Overview of criminal law and court procedures including criminal investigations, witness interviews, pre-trial procedures, drafting court documents, trial preparation, and trial assistance. (3 lecture hours)

**Prerequisite:** Concurrent enrollment in PLGL 1100 or consent of instructor.

## PLGL 2225

### ***Contract Law***

3 Credit Hours

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 discussed. (3 lecture hours)

**Prerequisite:** Concurrent enrollment in PLGL 1100 or consent of instructor.

## PLGL 2250

### ***Corporations and Other Business Organizations***

3 Credit Hours

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. (3 lecture hours)

**Prerequisite:** Concurrent enrollment in PLGL 1100 or consent of instructor.

## PLGL 2260

### ***e-Discovery***

3 Credit Hours

Introduction to the theoretical, ethical, and practical aspects of electronic discovery in civil litigation. Students will gain practical hand-on experience using a variety of e-discovery and litigation support software programs. (3 lecture hours)

**Prerequisite:** PLGL 1200 or equivalent, or concurrent enrollment in PLGL 1200, or consent of instructor.

**PLGL 2275**

***Environmental Law***

3 Credit Hours

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. (3 lecture hours)

**Prerequisite:** Concurrent enrollment in PLGL 1100 or consent of instructor.

**PLGL 2280**

***Elder Law***

3 Credit Hours

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. (3 lecture hours)

**Prerequisite:** PLGL 1100 or equivalent, or concurrent enrollment in PLGL 1100, or consent of instructor.

**PLGL 2300**

***Estate Planning and Probate Law***

3 Credit Hours

Overview of the laws of wills, trusts and estates, and the role of the paralegal in estate planning and administration. (3 lecture hours)

**Prerequisite:** PLGL 1100 or equivalent, or concurrent enrollment in PLGL 1100, or consent of instructor.

**PLGL 2350**

***Family Law***

3 Credit Hours

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. (3 lecture hours)

**Prerequisite:** Concurrent enrollment in PLGL 1100 or consent of instructor.

**PLGL 2380**

***Immigration Law***

3 Credit Hours

Explores the immigration and naturalization process in the U.S. Introduces visa categories and requirements, other paths to immigration, and immigration barriers. (3 lecture hours)

**Prerequisite:** PLGL 1100 or equivalent, or concurrent enrollment in PLGL 1100, or consent of instructor.

**PLGL 2400**

***Intellectual Property Law***

3 Credit Hours

Overview of intellectual property law. Introduces concepts of ownership of intellectual property. Includes patents, copyrights, trademarks and trade secrets, and how to apply for these rights. (3 lecture hours)

**Prerequisite:** PLGL 1100 or equivalent, or concurrent enrollment in PLGL 1100, or consent of instructor.

**PLGL 2410**

***Labor and Employment Law***

3 Credit Hours

Introduction to employer-employee legal issues. Topics 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. (3 lecture hours)

**Prerequisite:** PLGL 1100 or equivalent, or concurrent enrollment in PLGL 1100, or consent of instructor.

**PLGL 2425**

***Law Office Technology***

3 Credit Hours

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. (3 lecture hours)

**Prerequisite:** OFTI 1200 with a grade of C or better or equivalent, and PLGL 1100 or equivalent, or concurrent enrollment in PLGL 1100, or consent of instructor.

**PLGL 2450**

***Real Estate Law***

3 Credit Hours

Focus on principles of residential and commercial real estate law. Includes information concerning recording of documents, title protection, legal descriptions, deeds, leases, mortgages, and closing papers. (3 lecture hours)

**Prerequisite:** PLGL 1100 or equivalent, or concurrent enrollment in PLGL 1100, or consent of instructor.

**PLGL 2500**

***Personal Injury, Tort and Insurance Law***

3 Credit Hours

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. (3 lecture hours)

**Prerequisite:** Concurrent enrollment in PLGL 1100 or consent of instructor.

**PLGL 2600**

***Paralegal Practicum***

3 Credit Hours

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. (3 lecture hours)

**Prerequisite:** PLGL 1200, PLGL 1250, and PLGL 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.

**PLGL 2820**

***Advanced Selected Topics I***

1-3 Credit Hours

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

**Prerequisite:** PLGL 1100 with a grade of C or better, or consent of instructor.

**PLGL 2860 (PLGL-PE1)*****Internship (Career & Technical Ed)***

1-4 Credit Hours

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:** Consent of instructor and 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 dean from the academic discipline where the student is planning to earn credit.