

# LEGAL STUDIES (LGLST)

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## LGLST 1100

### ***Introduction to Law and Paralegal Studies***

3 Credit Hours

This introductory course is designed to give students a basic understanding of the American legal system and a practical understanding of the procedural and substantive legal work performed by paralegals under the supervision of attorneys. The course also defines the expansive role of the paralegal and builds a foundation of basic knowledge and skills required to work as a paralegal. (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.

## LGLST 1150

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

3 Credit Hours

Introduces purposes, uses, and formats of various legal documents. Students will learn to create 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.

## LGLST 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. Emphasis will be placed on practical application and legal theory. (3 lecture hours)

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

## LGLST 1250

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

3 Credit Hours

This course examines the rules of legal ethics, standards of the legal profession, and law office organizations and management. Emphasis will be placed on practical application and legal theory. (3 lecture hours)

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

## LGLST 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:** LGLST 1150 with a grade of C or better, and completion of LGLST 1100 or concurrent enrollment in LGLST 1100, or consent of instructor.

## LGLST 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 three times for credit as long as different topics are selected. (1 to 3 lecture hours)

## LGLST 1840

### ***Independent Study***

1-3 Credit Hours

Exploration and analysis of topics within the discipline to meet individual student-defined course description, goals, objectives, topical outline and methods of evaluation in coordination with and approved by the instructor. This course may be taken four times for credit as long as different topics are selected. (1 to 3 lecture hours)

**Prerequisite:** Consent of instructor is required.

## LGLST 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:** LGLST 1500 with a grade of C or better, or consent of instructor.

## LGLST 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:** LGLST 1100, concurrent enrollment in LGLST 1100, or consent of instructor.

## LGLST 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:** LGLST 1100, concurrent enrollment in LGLST 1100, or consent of instructor.

## LGLST 2225

### ***Contract Law***

3 Credit Hours

Overview of contract law. Introduces concepts of contract formation, performance and non-performance, termination, breach, remedies, and rules of contract interpretation. (3 lecture hours)

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

**LGLST 2250**

***Business Organizations***

3 Credit Hours

This course covers the laws and business practices relating to the creation, operation, and dissolution of business entities, including the legal forms commonly used in this practice area. This course emphasizes the paralegal's role in conducting legal research, drafting documents, and assisting clients in the legal aspects of creating and organizing businesses, as well as corporate governance. The business entities discussed in this course include but are not limited to, sole proprietorships, corporations, general and limited liability partnerships, and general and limited liability companies. (3 lecture hours)

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

**LGLST 2260**

***e-Discovery***

3 Credit Hours

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

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

**LGLST 2275**

***Environmental Law***

3 Credit Hours

Introduces concepts of environmental law, including the major federal and state statutes. Students will learn the roles of administrative agencies, the court system, and the paralegal, and explore the ethical issues that may arise in the practice of environmental law. (3 lecture hours)

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

**LGLST 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:** LGLST 1100, concurrent enrollment in LGLST 1100, or consent of instructor.

**LGLST 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:** LGLST 1100, or concurrent enrollment in LGLST 1100, or consent of instructor.

**LGLST 2350**

***Family Law***

3 Credit Hours

Introduces the concepts of family law including marriage, divorce, property division, spousal support, child custody, visitation, and support, and tax consequences of separation and divorce. Emphasis will be placed on practical application and legal theory. (3 lecture hours)

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

**LGLST 2380**

***Immigration Law***

3 Credit Hours

Explores the immigration and naturalization process in the United States. Introduces visa categories and requirements, alternate paths to immigration, and immigration barriers. (3 lecture hours)

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

**LGLST 2400**

***Intellectual Property Law***

3 Credit Hours

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

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

**LGLST 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:** LGLST 1100, concurrent enrollment in LGLST 1100, or consent of instructor.

**LGLST 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 LGLST 1100, or concurrent enrollment in LGLST 1100; or consent of instructor.

**LGLST 2450**

***Real Estate Law***

3 Credit Hours

Introduces 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:** LGLST 1100, concurrent enrollment in LGLST 1100, or consent of instructor.

**LGLST 2500**

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

3 Credit Hours

Examines elements of personal injury, tort, and insurance law. Includes intent, negligence, damages, liability without fault, malpractice, product liability, and related insurance issues. Incorporates instruction in reviewing and analyzing medical records. (3 lecture hours)

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

**LGLST 2600*****Paralegal Practicum***

3 Credit Hours

Capstone course integrating the application of all course work in the Legal Studies program. Students work in a law office under the supervision of an attorney and faculty advisor. Required seminars provide a forum for discussing experiential work in the paralegal field, guidance in searching for jobs, and instruction in developing a professional portfolio. (3 lecture hours)

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

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

**LGLST 2860*****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. (2 to 20 lab hours)

**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.

**Course types:** Contemporary Life Skills (A.A., A.S., A.A.S., A.G.S.)