

# PARALEGAL (LGLA)

## **LGLA 1301 Legal Research and Writing 3 Credits (3 Lec, 0 Lab)**

This course presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.

Prerequisite(s): Reading level 6, Writing level 6,

Prerequisite with concurrency: LGLA 1311

Course Type: Technical

## **LGLA 1305 Legal Writing 3 Credits (3 Lec, 0 Lab)**

This course emphasizes the fundamentals of legal writing techniques including case and fact analysis, citation formats, and legal writing styles emphasizing the paralegal's role in legal writing. Topics include letters, case briefs, legal memoranda, trial and appellate briefs. It is recommended students take or have taken LGLA 1303, Legal Research. Prerequisite(s): Reading level 7, Writing level 7, LGLA 1307, ENGL 1301

Course Type: Technical

## **LGLA 1311 Introduction to Law 3 Credits (3 Lec, 0 Lab)**

This course presents legal terminology relating to substantive areas of law and the federal and state judicial systems. Emphasizes the paralegal's role in the legal system.

Prerequisite(s): Reading level 6 Writing level 6

Course Type: Technical

## **LGLA 1313 Introduction to Paralegal Studies 3 Credits (3 Lec, 0 Lab)**

This course provides an overview of the paralegal profession including professional regulation, trends and issues, ethical obligations, and the paralegal's role in the delivery of legal services.

Prerequisite(s): Reading level 6 Writing level 6

Course Type: Technical

## **LGLA 1317 Law Office Technology 3 Credits (3 Lec, 0 Lab)**

This course introduces computer technology and software applications within the law office emphasizing the paralegal's role in the use of law office technology.

Prerequisite(s): Reading level 6, Writing level 6,

Prerequisite with concurrency: LGLA 1311

Course Type: Technical

## **LGLA 1345 Civil Litigation 3 Credits (3 Lec, 0 Lab)**

This course presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation. Topics include pretrial, trial, and post-trial phases of litigation.

Prerequisite(s): Reading level 6, Writing level 6,

Prerequisite with concurrency: LGLA 1311

Course Type: Technical

## **LGLA 1349 Constitutional Law 3 Credits (3 Lec, 0 Lab)**

This course presents an overview of the United States Constitution and its articles, amendments, and judicial interpretations. Includes separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government.

Prerequisite(s): Reading level 6, Writing level 6,

Prerequisite with concurrency: LGLA 1311

Course Type: Technical

## **LGLA 1351 Contracts 3 Credits (3 Lec, 0 Lab)**

This course presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.

Prerequisite(s): LGLA 1307 or LGLA 1311 Reading level 6 Writing level 6

Course Type: Technical

## **LGLA 1353 Wills, Trusts, and Probate Administration 3 Credits (3 Lec, 0 Lab)**

This course covers fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.

Prerequisite(s): Reading level 6, Writing level 6,

Prerequisite with concurrency: LGLA 1311

Course Type: Technical

## **LGLA 1355 Family Law 3 Credits (3 Lec, 0 Lab)**

This course presents fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.

Prerequisite(s): Reading level 6, Writing level 6,

Prerequisite with concurrency: LGLA 1311

Course Type: Technical

## **LGLA 1359 Immigration Law 3 Credits (3 Lec, 0 Lab)**

This course presents fundamental concepts of immigration law including substantive and procedural law related to visa applications, deportation, naturalization, and citizenship emphasizing the paralegal's role in immigration law.

Prerequisite(s): LGLA 1311 Reading level 6 Writing level 6

Course Type: Technical

## **LGLA 2303 Torts and Personal Injury Law 3 Credits (3 Lec, 0 Lab)**

This course covers the fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal's role. It is a study of principles, methods, and investigative techniques utilized to locate, gather, document, and manage information related to tort and personal injury law.

Prerequisite(s): LGLA 1311 Reading level 6 Writing level 6

Course Type: Technical

**LGLA 2305 Interviewing and Investigating 3 Credits (3 Lec, 0 Lab)**

This course is a study of techniques used to locate, gather, document, and manage information with emphasis on developing interview and investigative skills and the paralegal's role in interviewing and investigating legal matters.

Prerequisite(s): Reading level 6, Writing level 6,

Prerequisite with concurrency: LGLA 1311

Course Type: Technical

**LGLA 2313 Criminal Law and Procedure 3 Credits (3 Lec, 0 Lab)**

This course introduces fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

Prerequisite(s): Reading level 6, Writing level 6,

Prerequisite with concurrency: LGLA 1311

Course Type: Technical

**LGLA 2333 Advanced Legal Document Preparation 3 Credits (3 Lec, 0 Lab)**

This course emphasizes the use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.

Prerequisite(s): LGLA 1311 and LGLA 1345, Reading level 6, Writing level 6

Course Type: Technical

**LGLA 2335 Advanced Civil Litigation 3 Credits (3 Lec, 0 Lab)**

This course implements advanced civil litigation techniques with emphasis on the paralegal's role and builds upon skills acquired in prior civil litigation courses. It is recommended students take or have taken LGLA 1345 Civil Litigation.

Prerequisite(s): LGLA 1311 and LGLA 1345. Reading level 6, Writing level 6.

Course Type: Technical

**LGLA 2380 Cooperative Education-Legal Assistant/Paralegal 3 Credits (1 Lec, 15 Lab)**

This course provides career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Prerequisite(s): LGLA 1311 and ENGL 1301. Reading level 7, Writing level 7.

Course Type: Technical