COURSES

LEGAL ASSISTANT

LGLA 1301 LEGAL RESEARCH & WRITING

3 lec (3 Cr.) This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques computer-assisted legal research briefs and legal memoranda.

Credits
3

Distribution
LGLA

Offered
Fall Only

Course Fee
Internet course fee (if applicable): $38

LGLA 1311 INTRO TO LAW

3 lec (3 Cr.)This course provides an overview of the law and legal system. Topics include elementary legal concepts of various areas of the law procedures terminology ethical obligations of the paralegal current issues in law and the function jurisdiction practices and principles of trial and appellate courts at state and federal levels.

Credits
3

Distribution
LGLA

Course Fee
Internet course fee (if applicable): $38

LGLA 1313 INTRO TO PARALEGAL STUDIES

3 lec (3 Cr.) This course provides an overview of the paralegal profession including ethical obligations regulation professional trends and issues and the paralegal's role in assisting in the delivery of legal services. This course must be taken during the first year of enrollment in the paralegal program.

Credits
3

Distribution
LGLA

Course Fee
Internet course fee (if applicable): $38

LGLA 1345 CIVIL LITIGATION

3 lec (3 Cr.) This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial trial and post-trial phases of litigation.

Credits
3

Distribution
LGLA

Offered
Fall Only

Course Fee
Internet course fee (if applicable): $38

LGLA 1353 WILLS, TRUSTS, & PROBATE ADMINISTRATION

3 lec (3 Cr.) This course presents fundamental concepts of the law of wills trusts and probate administration with emphasis on the paralegal's role.

Credits
3

Distribution
LGLA

Offered
Fall Only

Course Fee
Internet course fee (if applicable): $38

LGLA 1355 FAMILY LAW

3 lec (3 Cr.) This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages divorce annulment marital property and the parent-child relationship.

Credits
3

Distribution
LGLA

Offered
Fall Only

Course Fee
Internet course fee (if applicable): $38

LGLA 2188 INTERNSHIP-PARALEGAL/LEGAL/ASSISTANT

1 lab (1 Cr.) An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Requires approval of the instructor. Requires 48 hours in the workplace.

Credits
1

Distribution
LGLA

LGLA 2288 PRACTICUM

2 lab (2 Cr.) An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Requires approval of the instructor. Requires 120 hours in the workplace.

Credits
2

LGLA 2303 TORTS & PERSONAL INJURY LAW

3 lec (3 Cr.) Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal's role.

Credits
3

Distribution
LGLA

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

LGLA 2307 LAW OFFICE MANAGEMENT

3 lec (3 Cr.) This course presents the fundamentals of law office management and organization including basic principles and structure of management administrative and substantive systems in the law office and law practice technology.

Credits
3

Distribution
LGLA

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

LGLA 2309 REAL PROPERTY

3 lec (3 Cr.) This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of, and searching for, real estate documents.

Credits
3

Distribution
LGLA

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

LGLA 2313 CRIMINAL LAW & PROCEDURE

3 lec (3 Cr.) This course introduces the criminal justice system including procedures from arrest to final disposition principles of federal and state law and the preparation of pleadings and motions.

Credits
3

Distribution
LGLA

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

LGLA 2331 ADVANCED LEGAL RESEARCH & WRITING

3 lec (3 Cr.) This course builds upon skills acquired in prior legal research and writing courses including computerized research techniques and preparation of complex legal documents such as briefs legal office memoranda and citation forms. Prerequisite: LGLA 1301 Legal Research & Writing.

Credits
3

Distribution
LGLA

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

LGLA 2335 ADVANCED CIVIL LITIGATION

3 lec (3 Cr.) This course provides opportunities to implement advanced civil litigation techniques and builds upon skills acquired in prior civil litigation courses with emphasis on the paralegal's roles. Common law and statutory civil litigation concepts ethical obligations of the paralegal assisting in civil litigation work and alternative dispute resolution processes are reviewed. Prerequisites: LGLA 1313 LGLA 1311 LGLA 1345 ENGL 1301.

Credits
3

Distribution
LGLA

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

LGLA 2388 PRACTICUM

0 lec/3 lab (3 Cr.) An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Requires approval of the instructor. Requires 120 hours in the workplace.

Credits
3

Distribution
LGLA