

PARALEGAL STUDIES (PLS)

Division: Social Sciences Division

PLS 101 Intro. to Law for Paralegals (3 Credits)

This course provides an introduction to the legal profession in general, the specific role of paralegals, and their relationship to other legal professionals. Students explore the American legal system and are introduced to federal and state courts. The course examines in detail the Code of Professional Ethics and other related standards of proper conduct.

Pre-requisites: (((Companion Essay with a score of 06 or Companion Essay with a score of 07 or Write Placer Essay with a score of 04 or Write Placer Essay with a score of 05 or Write Placer Essay with a score of 06) and (Companion Reading Comprehension with a score of 079 or Reading (Next-Gen) with a score of 237 or Move Up English 096 with a score of P or ENG 096 Summer Bridge with a score of P) or ESL 063 with a minimum grade of C) or Companion Essay with a score of 08 or Write Placer Essay with a score of 07 or Write Placer Essay with a score of 08 or TRANSFERRED ENG 101 with a score of 889 or Elig. for Eng 101 with a score of 904 or Pre-reg. Eng 101 waiver only with a score of 906 or SAT/ACT Elig for Eng 101 with a score of 993 or TRANSFERRED ENG 102 with a score of 998) or COLLEGE DEGREE with a score of 988 or SAT/ACT Elig Eng101 Mth100 with a score of 995 or Transf. Eng 101 Mth 100 with a score of 999)

PLS 102 Legal Research and Writing (3 Credits)

This course serves as an introduction to the specific research and writing functions and skills necessary to perform as a legal assistant. Students learn to analyze legal problems using locators and other general references in the law library. Students brief cases, write legal memoranda, and use the Shepard's Citators. The course also introduces students to the use of computer-assisted legal research including the use of WESTLAW, Lexis-Nexis, reporter systems, and statutory materials. The course also examines the role of the paralegal, the Code of Professional Ethics, and other related standards of proper conduct.

Pre-requisites: TRANSFERRED ENG 101 with a score of 889 or Pre-reg. Eng 101 waiver only with a score of 906 or COLLEGE DEGREE with a score of 988 or Transf. Eng 101 Mth 100 with a score of 999)

PLS 105 Torts (3 Credits)

This course covers the principles of tort law, its application in commonly faced situations in law practice, and the role of the paralegal in the preparation of a tort claim. Emphasis is placed on negligence and the defenses to negligence. The course also examines the role of the paralegal, the Code of Professional Ethics, and other related standards of proper conduct.

Pre-requisites: TRANSFERRED ENG 101 with a score of 889 or Pre-reg. Eng 101 waiver only with a score of 906 or COLLEGE DEGREE with a score of 988 or Transf. Eng 101 Mth 100 with a score of 999)

PLS 107 Contracts (3 Credits)

This course provides an introduction to the basic elements of contract law and contract formation and discharge, including offer, acceptance, consideration, capacity, intent, discharge, and remedies. Students will learn to draft simple clauses and contracts. The course also examines the roles of the paralegal, the code of professional ethics, and other related standards of proper conduct.

Pre-requisites: TRANSFERRED ENG 101 with a score of 889 or Pre-reg. Eng 101 waiver only with a score of 906 or COLLEGE DEGREE with a score of 988 or Transf. Eng 101 Mth 100 with a score of 999)

PLS 202 Adv. Legal Research & Writing (3 Credits)

Legal research is the process of identifying and retrieving information necessary to support legal decision-making. In its broadest sense, legal research includes each step of a course of action that begins with analyzing facts of a problem and concludes with communicating and applying the results of the investigation. As compared to legal research, legal writing places a heavy reliance on authority. In most legal writing, the writer must back up assertions and statements with citations to authority. This is accomplished by a unique and complicated citation system. The standard methods for American legal citation are defined by two competing rulebooks: the ALWD Citation Manual: A Professional System of Citation and The Bluebook: A Uniform System of Citation. PLS 202 is designed to improve and refine legal research and writing skills through a series of assignments which require in-depth legal research and analysis. The course also examines the role of the paralegal, the Code of Professional Ethics, and other related standards of proper conduct.

Pre-requisites: PLS 102 with a minimum grade of C

PLS 203 Wills & Estate Administration (3 Credits)

Students are introduced to the basic provisions of the law of wills and estates. They learn to draft wills and other appropriate instruments. The laws of intestate succession and the law of trusts are also examined. The course also examines the role of the paralegal, the Code of Professional Ethics, and other related standards of proper conduct.

Pre-requisites: ENG 101 with a minimum grade of C or TRANSFERRED ENG 101 with a score of 889 or Pre-reg. Eng 101 waiver only with a score of 906 or COLLEGE DEGREE with a score of 988 or Transf. Eng 101 Mth 100 with a score of 999

PLS 204 Bus. Org. & Gov't Regulation (3 Credits)

This course examines in detail the various forms of business organizations with an emphasis on partnerships and corporations. Employment law and government regulations of businesses are also studied. The course also examines the role of the paralegal, the Code of Professional Ethics, and other related standards of proper conduct as applied to partnerships and corporations and other business organizations.

Pre-requisites: ENG 101 with a minimum grade of C or TRANSFERRED ENG 101 with a score of 889 or Pre-reg. Eng 101 waiver only with a score of 906 or COLLEGE DEGREE with a score of 988 or Transf. Eng 101 Mth 100 with a score of 999

PLS 205 Administrative Law (3 Credits)

Administrative law is the body of law that governs the activities of administrative agencies of government. Government agency action can include rulemaking, adjudication, or the enforcement of a specific regulatory agenda. This introductory course in administrative law focuses on the sources and evolution of administrative law, administrative agencies, due process, delegation, rule making, investigation, adjudication, and judicial review. The course includes examination of the Administrative Procedures Act and a review of the ethical principles of administrative law.

Pre-requisites: ENG 101 with a minimum grade of C or TRANSFERRED ENG 101 with a score of 889 or Pre-reg. Eng 101 waiver only with a score of 906 or COLLEGE DEGREE with a score of 988 or Transf. Eng 101 Mth 100 with a score of 999

PLS 206 Litigation Procedures (3 Credits)

This course examines the rules governing a case as it moves through the courts and basic litigation procedures. Topics covered include state and federal court rules and procedures, client interviews, pleadings, discovery proceedings, trial preparation, and the appellate process. The course also examines the role of the paralegal, the Code of Professional Ethics, and other related standards of proper conduct.

Pre-requisites: ENG 101 with a minimum grade of C or TRANSFERRED ENG 101 with a score of 889 or Pre-reg. Eng 101 waiver only with a score of 906 or COLLEGE DEGREE with a score of 988 or Transf. Eng 101 Mth 100 with a score of 999

PLS 210 Property Transactions (3 Credits)

Students are introduced to the law of property as well as to the various types of property transactions and related matters. Topics covered include contracts, mortgages, leases, deeds, title searches, and recording statutes. Students learn to prepare sample real estate closing documents. The course also examines the role of the paralegal, the Code of Professional Ethics, and other related standards of proper conduct.

Pre-requisites: ENG 101 with a minimum grade of C or TRANSFERRED ENG 101 with a score of 889 or Pre-reg. Eng 101 waiver only with a score of 906 or COLLEGE DEGREE with a score of 988 or Transf. Eng 101 Mth 100 with a score of 999

PLS 220 Family Law (3 Credits)

This course examines substantive and procedural laws and rules pertaining to marriage, dissolution of marriage civil unions, annulment, alimony, domestic partnerships, spousal abuse, legitimacy, adoption, surrogacy, child abuse, child abduction, child support, visitation and custody, separation agreements, surrogate motherhood, and custody issues. The course examines in detail the Code of Professional Ethics and other related standards of proper conduct.

Pre-requisites: ENG 101 with a minimum grade of C or TRANSFERRED ENG 101 with a score of 889 or Pre-reg. Eng 101 waiver only with a score of 906 or COLLEGE DEGREE with a score of 988 or Transf. Eng 101 Mth 100 with a score of 999

PLS 225 Law Office Mngt. & Field Exp. (3 Credits)

Students are placed in law-related positions to gain practical experience necessary for success as legal assistants. Students are required to follow established learning objectives related to their positions to effect the attainment of specific job competencies. Students are required to attend routine sessions on campus with their professor to review their work experiences. The course also examines the role of the paralegal, the Code of Professional Ethics, and other related standards of proper conduct.

Pre-requisites: PLS 102 with a minimum grade of C