

# PARALEGAL TECHNOLOGY (PGL)

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## PGL 111 (3 credit hours)

### Legal Systems and Terminology

Provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. Lecture: 3 credits (45 contact hours).

**Pre-requisite:** ENG 101, demonstration of Digital Literacy, and placement scores for reading OR completion of transitional reading courses OR instructor consent.

**Co-requisite:** PGL 112.

**Attributes:** Technical

**Components:** LEC: Lecture

## PGL 112 (3 credit hours)

### Legal Research

Introduces the basic sources of law and methods of legal research, including ethics. Lecture: 3 credits (45 contact hour).

**Pre-requisite:** ENG 101, a computer/digital literacy course (CIT or other qualifying course) and placement scores for college level reading OR completion of Transitional reading courses or instructor consent.

**Co-requisite:** PGL 111.

**Attributes:** Technical

**Components:** LEC: Lecture

## PGL 113 (3 credit hours)

### Law Office Management

Provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analysis, and an overview of law office management. Lecture: 3 credits (45 contact hours).

**Pre-requisite:** ENG 101, demonstration of Digital Literacy, and placement scores for reading OR completion of transitional reading courses OR instructor consent.

**Attributes:** Technical

**Components:** LEC: Lecture

## PGL 211 (3 credit hours)

### Family Law

Examines the areas of law pertaining to domestic relations, emphasizing ethics. Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** PGL 111 and PGL 112.

**Attributes:** Technical

**Components:** LEC: Lecture

## PGL 212 (3 credit hours)

### Legal Writing

Includes composition of legal communications, briefs, memoranda, and other legal documents, with an emphasis on ethical considerations. Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** PGL 111 and PGL 112.

**Attributes:** Technical

**Components:** LEC: Lecture

## PGL 213 (3 credit hours)

### Civil Litigation I

Presents the litigation process and emphasizes the structure of the court systems. Includes gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** PGL 111 and PGL 112.

**Attributes:** Technical

**Components:** LEC: Lecture

## PGL 214 (3 credit hours)

### Real Property I

Introduces real property law including ownership, transfer of property, liens and encumbrances, and the various types of deeds. Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** PGL 111 and PGL 112.

**Attributes:** Technical

**Components:** LEC: Lecture

## PGL 221 (3 credit hours)

### Wills and Estates

Introduces the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** PGL 111 and PGL 112.

**Attributes:** Technical

**Components:** LEC: Lecture

## PGL 223 (3 credit hours)

### Civil Litigation II

Continues the study of the litigation process from discovery through appeal. Emphasizes collecting and organizing discovery materials and demonstrating knowledge of the limits placed on discovery by the federal and state rules of civil procedure. Includes the trial and appeal phases of litigation, with emphasis on trial preparation and appellate procedure. Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** PGL 213.

**Attributes:** Technical

**Components:** LEC: Lecture

## PGL 224 (3 credit hours)

### Real Property II

Examines legal documents related to real property as recorded in the clerk's office, the tax assessor's office, and the circuit clerk's office. Includes compiling a title abstract and completing an assignment to prepare a real estate file from transaction through closing and post-closing, implementing ethics. Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** PGL 214.

**Attributes:** Technical

**Components:** LEC: Lecture

## PGL 231 (3 credit hours)

### Torts

Provides instruction in the area of law that deals with civil wrongs and injuries, including intentional wrongs, negligence, and strict liability. Concentrates on the elements of a tort, type of tort, damages, ethics, and remedies. Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** PGL 111 and PGL 112.

**Attributes:** Technical

**Components:** LEC: Lecture

**PGL 233 (3 credit hours)**

**Ethics**

Provides an overview of the various sources of ethics law and rules, along with the essentials of how and why a legal professional must report misconduct. Explores the types of discipline an ethical lapse may trigger, such as sanctions, disqualification, civil and criminal liability, and what it means to be engaged in the "unauthorized practice of law." Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** PGL 111 and PGL 112.

**Attributes:** Technical

**Components:** LEC: Lecture

**PGL 235 (1 credit hours)**

**Paralegal Technology Capstone**

Serves as the capstone course for the Paralegal Technology degree program. Integrates prior learning outcomes into a single integrated learning experience. Includes preparation for and completion of an exit exam that all program graduates must complete. Must be taken during the last semester of the Paralegal Technology program. Lecture: 1 credit (15 contact hours).

**Pre-requisite:** Consent of Program Coordinator.

**Attributes:** Technical

**Components:** LEC: Lecture

**PGL 240 (3 credit hours)**

**Legal Technology**

Provides an introduction to current database and software programs for use in law offices. Covers basic use of law office management and billing, document management and formation, and presentation software. Requires completion of a paralegal certificate or degree or 6 months experience working under the supervision of an attorney. Lecture: 3 credits (45 contact hours).

**Attributes:** Technical

**Components:** LEC: Lecture

**PGL 250 (3 credit hours)**

**Legal Nurse Consultant**

Prepares registered nursing professionals to assume the role of a trained legal nurse consultant. Provides a comprehensive analysis of the principles and practices of legal nurse consulting with an emphasis on law and expert witness testimony. Provides the nurse with fundamental skills necessary to review medical legal cases, and advise law firms, health care providers, insurance companies and other professional organizations regarding medical related issues. Presents fundamental skills necessary to appear in court as an expert witness. Provides the nurse with practical skills and legal knowledge necessary to function in the legal community and in the greater community as a consultant. Lecture: 3 credits (45 contact hours).

**Pre-requisite:** Current license as a registered nurse.

**Attributes:** Technical

**Components:** LEC: Lecture