

# LEGAL ASSISTANT TECHNOLOGY (LGLA, POFL)

---

## **LGLA-1219. Paralegal Ethics. (2 Credits)**

(2-2-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Presents ethical and legal responsibilities as well as rules of professional responsibility a paralegal owes to the public, the court, clients, and colleagues. Includes a review of the canons and codes.

## **LGLA-1345. Civil Litigation. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes paralegal's role in civil litigation.

## **LGLA-1353. Wills, Trusts, and Probate Administration. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.

## **LGLA-1355. Family Law. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

## **LGLA-1380. Coop Education, Paralegal/Legal Assistant. (3 Credits)**

(3-1-20) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

## **LGLA-1407. Introduction to Law and the Legal Professions. (4 Credits)**

(4-4-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role..

## **LGLA-2305. Interviewing and Investigating. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

**LGLA-2307. Law Office Management. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals.

**LGLA-2313. Criminal Law and Procedure. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

**LGLA-2380. Coop Education, Paralegal/Legal Assistant. (3 Credits)**

(3-1-20) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

**POFL-1305. Legal Terminology. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An overview of legal terminology and how these terms are used in legal documents.