

# PARALEGAL STUDIES (PLST)

## PLST 18000 INTRODUCTION TO PARALEGAL STUDIES AND PROFESSIONAL ETHICS 3 Credit Hours

An overview of the legal system and the role of a paralegal professional. Includes legal terminology, types of laws, research, litigation, interviewing and office management.

**Prerequisite:** None.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

## PLST 28001 LEGAL RESEARCH AND WRITING 3 Credit Hours

In-depth analysis of the legal research process, development of legal writing skills, opportunities to utilize research and writing skills are integrated into the course.

**Prerequisite:** None.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

## PLST 28003 FAMILY LAW AND PROCEDURE 3 Credit Hours

Designed to acquaint the student with family law substance and practice. Covers definitions, terminology, topical areas and the philosophy underlying family law practice.

**Prerequisite:** None.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

## PLST 28004 CIVIL PROCEDURE 3 Credit Hours

Provides an introduction to the rules of civil procedure, statutes of limitation and discovery. Included in this course is a discussion of the role of the paralegal in preparation for litigation.

**Prerequisite:** None.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

## PLST 28007 ESTATE AND PROBATE ADMINISTRATION 3 Credit Hours

A study of legal principles applicable to wills, organization and jurisdiction of probate court, estate administration in probate and tax considerations in estate administration.

**Prerequisite:** PLST 18000.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

## PLST 30000 ENVIRONMENTAL PROTECTION REGULATIONS AND ASSESSMENT 3 Credit Hours

The Federal and State environmental regulations including the National Environmental Policy Act, the Clean Air Act, the Clean Water Act, Solid and Hazardous Waste regulations (RCRA) and the Superfund Legislation require the utilization of trained environmental professionals to conduct Environmental Site Assessments (ESAs). The focus of this course is to introduce students to the methods and approaches for conducting environmental research and study of industrial sites with respect to environmental policies and regulations. The enforcement of regulations utilize environmental professionals who serve in governmental agencies, work in private environmental companies that provide assessments and consultations for industries, and who are employed by industries that seek qualified employees to conduct assessments, and provide professional guidance for industrial regulatory compliance.

**Prerequisite:** Junior standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

## PLST 35001 ENVIRONMENTAL LAW FOR PARALEGALS 3 Credit Hours

Acquaints the student with the various federal and state statutes, administrative rules and case law that govern environmental regulation. International environmental law is also studied.

**Prerequisite:** Sophomore standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

## PLST 35003 HEALTH LAW 3 Credit Hours

Makes the student familiar with legal topics in the field of health care including federal and state statutes governing the health care industry in the United States. Specific topics include insurance, privacy, malpractice, fraud, Medicare, Medicaid, health records, labor law-related issues and clinical research.

**Prerequisite:** Sophomore standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

## PLST 35005 LABOR AND EMPLOYMENT LAW FOR PARALEGALS 3 Credit Hours

Provides a foundation in the areas of labor law, employment law, and employment discrimination law. Requires in-depth study of constitutional, statutory, administrative, and case law at both the federal and state level.

**Prerequisite:** Sophomore standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

## PLST 35007 ENERGY AND NATURAL RESOURCES LAW 3 Credit Hours

Acquaints the student with the various sources of law that govern energy production and the harvesting of natural resources in the United States. Statutory, administrative, and case law at the federal and state levels are explored.

**Prerequisite:** Sophomore standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 36001 LAW OFFICE TECHNOLOGY 3 Credit Hours**

This course introduces students to computer hardware and software that apply to the legal environment. Students learn Microsoft Office components including Teams, Word, Excel, OneNote, PowerPoint and Outlook, and the Windows operating system as they are used in the day-to-day life of paralegals. Students also explore legal specific software including TrialDirector, Clio, NetDocuments, Workshare, iManage and Concordance.

**Prerequisite:** None.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 36792 INTERNSHIP IN PARALEGAL (ELR) 3-12 Credit Hours**

(Repeatable for credit) Work experience under the direction of supervising faculty members in the following entities: private law firms, legal service/legal aid offices, law departments or corporations and government agencies.

**Prerequisite:** PLST 18000 and PLST 28001 and PLST 28004.

**Schedule Type:** Practical Experience

**Contact Hours:** 21-84 other

**Grade Mode:** Standard Letter-IP

**Attributes:** Experiential Learning Requirement

**PLST 38003 ADMINISTRATIVE LAW AND PROCESS 3 Credit Hours**

The substantive and procedural aspects of administrative law are covered in this course. Specific topics include the regulation of public utilities, transportation agencies, employment, food and drugs and the environment.

**Prerequisite:** Sophomore standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 38005 TORT LAW 3 Credit Hours**

Focus is on tort and personal injury law. Specific topics include intentional torts, negligent torts, strict liability, vicarious liability, product liability and business torts. Defenses to tort and product liability are also discussed.

**Prerequisite:** Sophomore standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 38006 APPLIED LEGAL RESEARCH AND LITIGATION (WIC) 3 Credit Hours**

Provides for intense case analysis and preparation of argumentative memorandum, including writing of factual memoranda, file summaries and advocacy letters.

**Prerequisite:** PLST 28001.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**Attributes:** Writing Intensive Course

**PLST 40095 SPECIAL TOPICS IN PARALEGAL STUDIES 1-3 Credit Hours**

(Repeatable for credit) Topics vary depending on instructor and current legal issues in the area of paralegal studies and the law.

**Prerequisite:** None.

**Schedule Type:** Lecture

**Contact Hours:** 1-3 lecture

**Grade Mode:** Standard Letter

**PLST 42701 EVIDENCE AND E-DISCOVERY 3 Credit Hours**

Addresses the various issues concerning the use of evidence in the pre-trial, trial, and post-trial phases of litigation. The course will address the traditional rules and issues associated with litigation practice as well as the new issues concerning electronic discovery of evidence and the use of that evidence.

**Prerequisite:** PLST 28001 and PLST 28004.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 42705 BANKRUPTCY LAW I: BASIC FUNDAMENTALS 3 Credit Hours**

Provides an outlay of the fundamentals of bankruptcy law including the basic rules of the Chapter 7, Chapter 11, and Chapter 13 forms of bankruptcy. This course will also cover other topics such as the bankruptcy petition, the role of the bankruptcy trustee, and discharge from bankruptcy.

**Prerequisite:** Sophomore standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 42706 BANKRUPTCY LAW II: CREDITOR-DEBTOR RELATIONS 3 Credit Hours**

Addresses issues not addressed in PLST 42705 including Chapter 9, Chapter 12, and Chapter 15 bankruptcy as well as the problems associated with gaining and collecting on a judgment. International bankruptcy issues will also be addressed.

**Prerequisite:** PLST 42705.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 42708 REAL ESTATE LAW 3 Credit Hours**

Provides a general outlay of real estate law in the United States. Students will learn the substantive and procedural aspects of gaining and protecting property rights. Real estate contracts, financing, zoning, and landlord-tenant issues will also be covered.

**Prerequisite:** Sophomore standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 48002 CONTRACT LAW 3 Credit Hours**

Intended to provide the student with an in-depth analysis of basic contract law as such related to contract information, performance and remedies. Also intended to familiarize the student with the sources of law that define contracts with an emphasis on reading and understanding case law. The student also develops a vocabulary of legal terms so that the student may assist the legal practitioner in the representation of clients in business transactions and in disputes.

**Prerequisite:** Sophomore standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 48300 LAW OF CORPORATIONS AND OTHER ASSOCIATIONS 3 Credit Hours**

Covers the formation, operation and dissolution of various kinds of business organizations. Subjects covered include sole proprietorships, corporations, partnerships, the law of agency and employment agreements.

**Prerequisite:** Sophomore standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 48401 PATENT LAW 3 Credit Hours**

Provides the student with an in-depth analysis of the law pertaining to patents, stressing the ability of the owner to protect their rights through filing, registration and use. International issues concerning registration, use, and trade agreements are also covered.

**Prerequisite:** Sophomore standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 48403 PATENT PROSECUTION 3 Credit Hours**

Students learn to craft patent claims in various types of patent applications that would be submitted to the U.S. Patent and Trademark Office. Students also learn the mechanics of various types of patent applications including traditional applications, provisional applications, divisional applications and continuing applications. Students also gain an understanding of the various post-grant proceedings.

**Prerequisite:** PLST 48401; and sophomore standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 48404 COPYRIGHT LAW I 3 Credit Hours**

(Slashed with PLST 58404) Intended to provide the student with an in-depth analysis of the foundations of the law pertaining to copyrights. Stresses the ability of the owner to protect such rights through use and registration. Also discusses the links to patent law, trademark law and the law of trade secrets.

**Prerequisite:** Sophomore standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 48407 TRADEMARK LAW 3 Credit Hours**

(Slashed with PLST 58407) Intended to provide the student with an in-depth analysis of the law pertaining to trademarks and trade secrets. Stresses the ability of the owner to protect such rights through use and registration. Also discusses the links to patent law and copyright law.

**Prerequisite:** Sophomore standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 48408 TRADEMARK PROSECUTION 3 Credit Hours**

Covers the substantive and procedural aspects of trademark prosecution at the state, federal, and international levels. Special attention will be paid to the topics of drafting the trademark application and conducting searches of existing trademarks in the United States and abroad.

**Prerequisite:** None.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 58404 COPYRIGHT LAW I 3 Credit Hours**

(Slashed with PLST 48404) Intended to provide the student with an in-depth analysis of the foundations of the law pertaining to copyrights. Stress the ability of the owner to protect such rights through use and registration. Also discusses the links to patent law, trademark law and the law of trade secrets.

**Prerequisite:** Graduate standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**PLST 58407 TRADEMARK LAW 3 Credit Hours**

(Slashed with PLST 48407) Intended to provide the student with an in-depth analysis of the law pertaining to trademarks and trade secrets. The course will stress the ability of the owner to protect such rights through use and registration. The course will also discuss the links to patent law and copyright law.

**Prerequisite:** Graduate standing.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter