

**Date:** February, 2006

- I. Course Name:** Introduction to Legal Practice  
**Course Prefix and Number:** PLG 100  
**Credit Hours and Contact Hours:** 3 credit hours - 3 contact hours  
**Catalog Description:**

This course will introduce students to the organization and operation of the legal system and fundamental legal concepts. The course gives an overview of constitutional law, civil litigation, contracts, agency law, and commercial paper. Offered on a regular rotating basis. Prerequisite/Corequisite: English 101 and successful completion of GST 121 if recommended during placement testing.

**II. Course Outcomes and Objectives**

**Learning Outcomes:**

The general goals of this course are to:

- 1) give the student a basic understanding of the organization and operation of the legal system.
- 2) give the student an understanding of the function of law and familiarize the student with types of law practices and the various specialty areas of the law.
- 3) identify and explore how both individuals and business entities are impacted by law, regulations, and legal disputes.

**Relationship to Academic Programs and Curriculum:**

This course is required for students matriculated in the Paralegal A.A.S. degree program. Students matriculated in other degree programs may take the course as an elective.

**College Competencies Addressed by the Course:**

The Introduction to Legal practice course addresses the following general competencies: writing, reading, information resources, problem solving, and professional competency.

**III. Methods of Instruction**

**Types of Course Materials:**

Textbook

**Methods of Instruction:**

Lectures, guest speakers, class discussions and written assignments.

**Assessment Measures:**

Faculty may use a variety of assessment measures including, but not limited to: informal writing, non graded quizzes, and discussions

**Methods of Evaluation:**

Class participation  
Written assignments completed and turned in on timely basis.  
Tests  
Final Exam

Work product may include but is not limited to:

Preparation of Case Briefs  
Preparation of a Contract

- I. **IV. General Outline of Topics Covered** The Legal System
  - A. Overview of the American Legal System
  - B. Introduction to Jurisdiction and Venue
  - C. Court System
  - D. Dispute Resolution
- II. Introduction to Constitutional Law
  - A. Constitutional Basis of Regulation
  - B. Free Speech
  - C. Freedom of Religion
  - D. Unreasonable Search and Seizure
  - E. Self- Incrimination
  - F. Right to Bear Arms
  - G. Just Compensation
  - H. Right to Trial
  - I. Excessive Punishment and Fines
  - J. Due Process
  - K. Equal Protection
- III. Administrative Law
  - A. Administrative Agencies
  - B. Agency Power
  - C. Administrative Procedures
- IV. Torts
  - A. Intentional Torts
  - B. Negligence
  - C. Strict liability
- V. Contracts
  - A. Elements of a Contract
  - B. Statue of Frauds
  - C. Discharge of Contracts
  - D. Breach of Contract
- VI. Agency Law
  - A. Agency relationship
  - B. Duties of agent
  - C. Authority to Act
  - D. Liability of Principals and Agents
- VII. Criminal Law
  - A. Terminology

- B. Types of Crimes
- C. Offenses
- D. Criminal Procedure
- VIII. Legal Ethics and Responsibility
  - A. Attorney & Paralegal Ethical Rules in General
  - B. Confidentiality
  - C. Conflict of Interest
  - D. Money Matters
  - E. Competency
  - F. Unauthorized Practice of Law
- IX. What is a Paralegal