

# Paralegal (PLG)

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Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

## **PLG 2100 Legal Research .....3 Credit Hours**

**Equivalent:** LGL 2000

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** Acceptance into the PLG Program.

**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The course will introduce the student to the field of legal research utilizing the law library and its research tools, including limited computer-assisted research tools. The student is expected to develop basic skills in analyzing legal problems and formulating legal research questions. BILLABLE CONTACT HOURS: 3

## **PLG 2110 Litigation ..... 4 Credit Hours**

**Equivalent:** LGL 2020

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** PLG 2100 and PLG 2130

**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The course will orient the student to the civil litigation process and an understanding of the prevailing evidentiary and procedural court rules in state and federal courts. The course will teach the student to draft for lawyer review legal complaints, answers, motions, supporting briefs, orders, discovery and e-discovery documents, and a mediation / case evaluation summary in addition to smaller projects such as business letters in the legal context. BILLABLE CONTACT HOURS: 4

## **PLG 2120 Legal Writing .....4 Credit Hours**

**Equivalent:** LGL 2031 | LGL 2030

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** PLG 2100

**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

This course will instruct the student on the fundamentals of legal writing in the context of legal practice. The course will teach the student to research and write case briefs, interoffice memorandum of law, Summary Disposition (Judgment) brief, and smaller projects such as business letters in the legal context. The student will utilize computerized research tools, including Internet and law office software. BILLABLE CONTACT HOURS:

4

## **PLG 2130 Substantive Law ..... 4 Credit Hours**

**Equivalent:** LGL 2040

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** Admission into the Paralegal Program

**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

This course will instruct the student on the analysis of common law court decisions through the Socratic study of tort and contract law and related common law property rights preparing the student with the skills necessary to recognize the legal issues in a practical situation. The student is expected to demonstrate practical application and analytical skills through long form essay examination applying course material to hypothetical client situations in a structured format. BILLABLE CONTACT HOURS: 4

## **PLG 2140 Trial Preparation .....3 Credit Hours**

**Equivalent:** LGL 2060

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** PLG 2100 PLG 2110 PLG 2120 and PLG 2130

**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

This capstone course covers the activities the paralegal undertakes immediately prior to and during a trial as well as related ethical considerations. The course will teach the student to outline depositions, summarize evidence, prepare witness and exhibit lists, prepare witnesses, and prepare exhibits for use in trials. The student also will be expected to take notes and assist at trial through the use of an actual case in law / equity. As the final course project, the student is expected to produce a trial notebook which includes all of the above materials. BILLABLE CONTACT HOURS: 3

## **PLG 2160 Legal Ethics ..... 2 Credit Hours**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** PLG 2100 and PLG 2130

**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

This course will introduce students to the types of dilemmas that they will face in the legal environment. Students will be introduced to the ethical rules developed by the American Bar Association and the rules adopted by the State of Michigan for the regulation of attorney and paralegal conduct, as well as the ethical codes of paralegal associations. The student is expected to demonstrate methods for researching the answers to ethical dilemmas in the legal environment. This course will also introduce the current business and ethical trends confronting the legal profession. BILLABLE CONTACT HOURS: 2

**PLG 2510 Paralegal Internship ..... 3 Credit Hours**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** Written consent of the Program Director is required for enrollment in the internship course.

**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The internship student will work in a law office or other legal environment on a supervised special project which relates directly to the student's career goals. The student will work a minimum of 135 hours on the project. Students may seek their own placement or be placed by the program coordinator. The project, work site, and supervisor must be approved by the program coordinator prior beginning the placement. The student will be evaluated on their performance by their supervisor and the internship coordinator. BILLABLE CONTACT HOURS: 3

**PLG 2601 Special Topics: Bankruptcy Law .....2 Credit Hours**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** PLG 2100 and PLG 2130

**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The course will provide students a concise overview of terminology, procedure, and general principals of law involved in the bankruptcy courts of the United States. Students will work with a provided factual scenario and file a mock bankruptcy for a hypothetical client. The focus is on developing skills that paralegals can use in working with bankruptcy attorneys. BILLABLE CONTACT HOURS: 2

**PLG 2602 Special Topics: Criminal Law .....2 Credit Hours**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** PLG 2100 and PLG 2130

**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The course will introduce the student to the basic concepts of criminal law and the criminal justice system including the substantive and procedural aspects of felony and misdemeanor offenses. The focus is on developing skills that paralegals can use in working in either a prosecutor's office or a criminal defense firm. BILLABLE CONTACT HOURS: 2

**PLG 2603 Special Topics: Employment Law .....2 Credit Hours**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** PLG 2100 and PLG 2130

**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The course presents a concise overview of the various laws governing the employment relationship. Through the text and leading cases in the field, the students examine the laws that govern the employment relationship, the necessity for documenting employment practices, and the difficulties in proving employment claims. BILLABLE CONTACT HOURS: 2

**PLG 2604 Special Topics: Immigration Law .....2 Credit Hours**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** PLG 2100 and PLG 2130

**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The course will provide students with an understanding of the procedures involved in the immigration and naturalization system, including the role of the paralegal. It will also teach the student skills in: the identification and preparation of various legal forms and documents relating to immigration law; the process of examining and evaluating factual situations in light of existing statutory and case law; and the drafting of various immigration and naturalization related documents as a filing proceeds from start to finish. BILLABLE CONTACT HOURS: 2

**PLG 2605 Special Topics: Family Law .....2 Credit Hours**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** PLG 2100 and PLG 2130

**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

This course will provide an overview of domestic relations law and how it applies to everyday legal practice. The topics of dissolution of marriage, divorce procedure, spousal support, child custody, child support, and friend of the court actions will be addressed from the paralegal perspective. While not required, students are encouraged to complete PLG 2110 - Litigation before enrolling in this course as it will deal with the civil litigation, mediation, and discovery processes as applied in the domestic relations context. BILLABLE CONTACT HOURS: 2

**PLG 2606 Special Topics: Probate Law .....2 Credit Hours**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** PLG 2100 and PLG 2130

**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The course will provide a concise overview of terminology and general principals of law that are required for administrating an estate. It will identify the participants involved, the legal duties, and common issues which arise in settling an estate. The focus is on developing skills that paralegals can use in working with probate attorneys. BILLABLE CONTACT HOURS: 2

**PLG 2607 Special Topics: Intellectual Property .2 Credit Hours**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** PLG 2100 and PLG 2130

**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The course presents a concise overview of the various laws governing intellectual property. The four primary areas of intellectual property will be presented: trademarks, copyrights, patent and trade secrets. The focus is on developing skills that paralegals can use in working with intellectual property attorneys. BILLABLE CONTACT HOURS: 2

**PLG 2608 Special Topics: Real Estate Law .....2 Credit Hours****ESL Placement Level:** For English-as-a-Second-Language (ESL)

students, placement in ESL 2520.

**Prerequisite:** PLG 2100 and PLG 2130**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

This course will introduce the student to current trends in real estate law and litigation. The student will demonstrate an understanding of substantive real property law as well as the paralegal role and activities in: real estate transactional law firms, real estate litigation law firms, title offices, and corporate management companies. BILLABLE CONTACT HOURS: 2

**PLG 2609 Special Topics: Business Organizations .....2 Credit Hours****ESL Placement Level:** For English-as-a-Second-Language (ESL)

students, placement in ESL 2520.

**Prerequisite:** PLG 2100 and PLG 2130**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The course will provide an overview of the selection, formation, taxation and operation of business enterprises, focusing on the sole proprietorship, general and limited partnerships, limited liability partnership, limited liability companies and the business corporation. BILLABLE CONTACT HOURS: 2

**PLG 2611 Legal Technology .....3 Credit Hours****ESL Placement Level:** For English-as-a-Second-Language (ESL)

students, placement in ESL 2520.

**Prerequisite:** Acceptance into the PLG Program.**Corequisite:** PLG 2100**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The course will cover the fundamentals of law office software and courtroom technology and their place in paralegal practice. Software titles include: Clio, TimeMap, TrialDirector, Workshare, LiveNote, Concordance, CaseMap and Microsoft Office and Teams. Emphasis will be placed on law office implementations of cloud software and digital content. Students will complete an external certificate in Law Office Technology as part of this course. BILLABLE CONTACT HOURS: 3

**GE Outcomes:** Information Literacy**PLG 2612 eDiscovery ..... 3 Credit Hours****ESL Placement Level:** For English-as-a-Second-Language (ESL)

students, placement in ESL 2520.

**Prerequisite:** PLG 2100 PLG 2130 and PLG 2611**Corequisite:** PLG 2110**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The course will cover the fundamentals of eDiscovery and computer forensic evidence before and during trial in conjunction with ACEDS training. The course will cover eDiscovery software and courtroom technology and their place in paralegal practice. Software titles include: CloudNine Review; CaseMap; Everlaw; Sanction; Venio; DISCO; and Summation. Students will complete an external certificate in eDiscovery Technology as part of this course. BILLABLE CONTACT HOURS: 3

**GE Outcomes:** Information Literacy**PLG 2613 Special Topics ..... 2 Credit Hours****ESL Placement Level:** For English-as-a-Second-Language (ESL)

students, placement in ESL 2520.

**Prerequisite:** PLG 2100 and PLG 2130**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The purpose of the Special Topics course is to provide students with an intensive, hands on experience in the substance of a specific field of law, such as, but not limited to, environmental law, criminal law, family law, wills and trusts, probate, etc. The topics addressed in any semester will be announced in the specific section using OCC's online system and will be determined by student interest, community need and instructor availability. Every Special Topics course will be taught by attorneys, occasionally assisted by other experts (such as investigators), practicing in the respective specific legal specialties. BILLABLE CONTACT HOURS: 2

**PLG 2614 Special Topics ..... 2 Credit Hours****ESL Placement Level:** For English-as-a-Second-Language (ESL)

students, placement in ESL 2520.

**Prerequisite:** PLG 2100 and PLG 2130**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The purpose of the Special Topics course is to provide students with an intensive, hands on experience in the substance of a specific field of law, such as, but not limited to, environmental law, criminal law, family law, wills and trusts, probate, etc. The topics addressed in any semester will be announced in the specific section using OCC's online system and will be determined by student interest, community need and instructor availability. Every Special Topics course will be taught by attorneys, occasionally assisted by other experts (such as investigators), practicing in the respective specific legal specialties. BILLABLE CONTACT HOURS: 2

**PLG 2615 Special Topics ..... 2 Credit Hours****ESL Placement Level:** For English-as-a-Second-Language (ESL)

students, placement in ESL 2520.

**Prerequisite:** PLG 2100 and PLG 2130**Note:** Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

The purpose of the Special Topics course is to provide students with an intensive, hands on experience in the substance of a specific field of law, such as, but not limited to, environmental law, criminal law, family law, wills and trusts, probate, etc. The topics addressed in any semester will be announced in the specific section using OCC's online system and will be determined by student interest, community need and instructor availability. Every Special Topics course will be taught by attorneys, occasionally assisted by other experts (such as investigators), practicing in the respective specific legal specialties. BILLABLE CONTACT HOURS: 2