Paralegal (PLG)

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 I  3 Credit Hours
Equivalent: LGL 2000
English/ESL Placement: Placement into ENG 1510.
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 student will be introduced to the field of legal research and writing utilizing the law library and its research tools including computer assisted research tools. The student is expected to develop basic skills in analyzing legal problems. BILLABLE CONTACT HOURS: 3

PLG 2110  Litigation  4 Credit Hours
Equivalent: LGL 2020
English/ESL Placement: Placement into ENG 1510.
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 student will study legal terminology. The student also will study both the State Bar of Michigan Guidelines for the utilization of legal assistants and the rules of professional conduct which apply to lawyers and have a basic understanding of the enforcement of legal rights in both state and federal courts and through administrative policies and procedures. The student also will have a good understanding of evidentiary and procedural court rules with an emphasis on discovery and will prepare the appropriate documents to demonstrate this understanding. BILLABLE CONTACT HOURS: 4

PLG 2120  Legal Research II  4 Credit Hours
Equivalent: LGL 2031, LGL 2030
English/ESL Placement: Placement into ENG 1510.
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 builds on the research skills developed in Legal Research I. The student will be required to write legal complaints, answers, motions, supporting briefs orders, an interoffice memorandum of law and a mediation summary in addition to smaller projects such as business letters in the legal context. One credit hour will be devoted solely to computerized research tools including Internet and office software for the legal professional. The student will review the pertinent ethical rules and principles which apply to written communication generated in a law office on behalf of clients and will be introduced to the privacy and other ethical considerations involved in transmitting privileged client data on the Internet. BILLABLE CONTACT HOURS: 4

PLG 2130  Substantive Law  4 Credit Hours
Equivalent: LGL 2040
English/ESL Placement: Placement into ENG 1510.
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.
The course covers the elements of tort and contract law including real and personal property law and the skills necessary to recognize the legal issues in a practical situation. The student also will study the pertinent ethics rules regarding legal representation of clients with matters in these areas of the law. At least one major assignment will require the application of computer research techniques taught in the Legal Research courses. BILLABLE CONTACT HOURS: 4

PLG 2140  Trial Preparation  3 Credit Hours
Equivalent: LGL 2060
English/ESL Placement: Placement into ENG 1510.
Prerequisite: PLG 2120 and PLG 2130
This course covers the activities the legal assistant undertakes prior to and during a trial. The student will be expected to outline depositions, prepare witness lists and exhibit lists, prepare witnesses, prepare exhibits for use in trial and prepare jury questionnaires. The student also will be expected to take notes at trial through the use of an actual case in law. As the final course project the student is expected to produce a trial notebook which includes all of the above materials. The student also will study the ethical considerations related to trial preparation. BILLABLE CONTACT HOURS: 3

PLG 2150  Legal Ethics  2 Credit Hours
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.
English/ESL Placement: Placement into ENG 1510.
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 to the rules adopted by the State of Michigan for the regulation of attorney and paralegal conduct and the model codes of paralegal associations. Students will be introduced to methods for researching the answers to ethical dilemmas in the legal environment. BILLABLE CONTACT HOURS: 2

PLG 2160  Paralegal Internship  3 Credit Hours
English/ESL Placement: Placement into ENG 1510.
Prerequisite: The student must have completed 14 hours of PLG core courses with a grade of 'B' or better have attended an introductory internship seminar and had a personal interview with the coordinator. Written consent of the program coordinator is required for enrollment in the internship course once all the above steps are completed. Registration must be in person.
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 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. The project, work site and supervisor must be approved by the program coordinator prior to enrollment. BILLABLE CONTACT HOURS: 3
PLG 2601  Special Topics: Bankruptcy ..................... 2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
Bankruptcy BILLABLE CONTACT HOURS: 2

PLG 2602  Special Topics: Criminal Law .................. 2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
Criminal Law BILLABLE CONTACT HOURS: 2

PLG 2603  Special Topics: Employment Law ............... 2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
Employment Law BILLABLE CONTACT HOURS: 2

PLG 2604  Special Topics: Immigration Law .............. 2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
Immigration Law BILLABLE CONTACT HOURS: 2

PLG 2605  Special Topics: Family Law .................... 2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
Family Law BILLABLE CONTACT HOURS: 2

PLG 2606  Special Topics: Probate Law .................... 2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
Probate Law BILLABLE CONTACT HOURS: 2

PLG 2607  Special Topics: Intellectual Property .......... 2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
Intellectual Property BILLABLE CONTACT HOURS: 2

PLG 2608  Special Topics: Real Estate .................... 2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
Real Estate BILLABLE CONTACT HOURS: 2

PLG 2609  Special Topics: Business Organizations ....... 2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
Business Organizations BILLABLE CONTACT HOURS: 2

PLG 2611  Special Topics: Legal Technology ............. 2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
Legal Technology BILLABLE CONTACT HOURS: 2

PLG 2612  Special Topics .................................... 2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
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 Schedule of Classes 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 2613  Special Topics .................................... 2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
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 Schedule of Classes 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
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
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 Schedule of Classes 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
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
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 Schedule of Classes 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 2616  Special Topics .............................................2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
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 Schedule of Classes 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 2617  Special Topics .............................................2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
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 Schedule of Classes 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 2618  Special Topics .............................................2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
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 Schedule of Classes 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 2619  Special Topics .............................................2 Credit Hours
Prerequisite: PLG 2100 and 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.
English/ESL Placement: Placement into ENG 1510.
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 Schedule of Classes 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