LEGAL STUDIES (LGL)

LGL 104. Introduction to Civil Trial Procedures. 3 Credit Hours.
This course includes study of composition, location and jurisdiction of all courts, examination of all aspects of trial preparation and process, and some legal drafting and writing.
Prerequisites: LGL 108 and Reading Proficiency.

LGL 106. Computers and the Law. 3 Credit Hours.
This course will help the Paralegal become familiar with the possible applications of the computers in law offices of different sizes and provide a general introduction to the varieties of hardware and software available and the creation of appropriate systems for a law office.
Prerequisite: Reading Proficiency.

LGL 108. Introduction to Law for the Paralegal. 3 Credit Hours.
This course includes a general discourse on the training and purpose of Paralegals, examines the role of the law in modern society, the ethical and professional practice standards applicable to lawyers and paralegals, surveys the various fields of law and examines legal resource materials and the processes of legal research.
Prerequisite: Reading Proficiency.

LGL 110. Introduction to Law. 3 Credit Hours.
Introduction to Law includes a general overview on the role of the law in modern society. The ethical and professional practice standards of the legal profession will be introduced. The legal process and the structures of Federal and Missouri Courts are examined. Several specific legal areas are surveyed including Tort, Contract, Property, Probate, Criminal and Administrative Law.
Prerequisite: Reading Proficiency.

LGL 111. Law Office Management. 3 Credit Hours.
Law Office Management is an introduction to the management of a law office and the role of the paralegal. It includes law office organization, communication and correspondence, trust accounting, conflicts management, marketing, physical and electronic file management, timekeeping and billing.
Prerequisite: Reading Proficiency.

LGL 112. Contract Law. 3 Credit Hours.
Contract Law provides students with an overview of the elements required for an enforceable contract. The impact of the Statute of Frauds as well as the Uniform Commercial Code on contracts will be examined.
Prerequisite: Reading Proficiency.

LGL 113. Computers and the Law. 3 Credit Hours.
Computers and the Law will help students become familiar with the use of technology in the legal profession. It includes a general introduction to various hardware and software systems used in law offices as well as by the courts. Emphasis is placed on hands-on experience with applications, locating factual and legal information using technology, as well as finding resources for continued acquisition of technical skills. Recommended Preparation: Prior computer experience strongly recommended.
Prerequisites: Reading Proficiency.

LGL 202. Wills, Trusts, and Probate. 3 Credit Hours.
Wills, Trusts, and Probate will provide an overview of the Estate Planning process and documents including Wills and Trusts. Students will draft Estate Plan documents. The students will use court forms for preparing Missouri Probate Administrations for decedent estates as well as for conservatorships and guardianships.
Prerequisites: LGL 110 or LGL 108 and Reading Proficiency.

LGL 205. Real Estate Law. 3 Credit Hours.
Real Estate Law is a study of the law of real property and in-depth survey of the more common types of real estate transaction and conveyances. Drafting problems involving various conveyance instruments are covered as well as the system for recording and searching public documents.
Prerequisites: LGL 110 or LGL 108 and Reading Proficiency.

LGL 206. Administrative Law. 3 Credit Hours.
Administrative Law provides an examination of the nature and authority of administrative agencies, the Administrative Procedures Act, rules and rule making, and administrative hearings. The student will examine the impact of various government regulations from Federal and Missouri agencies.
Prerequisites: LGL 110 or LGL 108 and Reading Proficiency.

LGL 211. Tort Law. 3 Credit Hours.
Tort Law is a study of the fundamental principles of the law of torts including special research assignments related to the subject matter. Consideration of the techniques of investigation involved in the lawyer's handling of tort claims and a study of the various forms of pleadings involved in commencing such claims in court actions.
Prerequisites: LGL 110 or LGL 108 and Reading Proficiency.

LGL 216. Advanced Civil Trial Procedures. 3 Credit Hours.
This course is designed as an advanced course for those students who have completed Introduction to Civil Trial Procedures. The focus will be a detailed examination of court rules pertaining to discovery, intervention, interpleading in trial procedures and appellate procedures.
Prerequisites: LGL 104, LGL 108 and Reading Proficiency.

LGL 217. Legal Research. 3 Credit Hours.
Legal Research is an introduction to the process of legal research, legal analysis, as well as the connection between research and legal writing. Legal issues, appropriate sources of law for legal analysis, and proper citation to legal authority will be examined.
Prerequisites: LGL 110 or LGL 108, ENG 100 or ENG 101, and Reading Proficiency.

LGL 218. Legal Writing. 3 Credit Hours.
Legal Writing is an introduction of the principles involved in legal analysis and the preparation of legal documents.
Prerequisites: LGL 217 and Reading Proficiency.

LGL 219. Workplace Learning: Paralegal. 3 Credit Hours.
This experiential course provides the student the opportunity to apply theory and skills learned in the classroom, learn new skills, and explore career possibilities while supervised by a professional in the field and a faculty member. Students will observe and participate in the functions of the business to enhance their preparation for entering the field. Minimum 150 hours in the workplace throughout the term.
Prerequisites: Student must have completed nine credit hours in paralegal courses and have the approval of the campus program coordinator and Reading Proficiency.

LGL 220. Criminal Law and Procedure for the Paralegal. 1 Credit Hour.
This course will cover the substantive elements of major crimes, the requisite intent and defenses. The criminal procedures will be discussed and the role of the paralegal in the criminal process analyzed.
Prerequisites: LGL 108 and Reading Proficiency.
LGL 222. Legal Research on the Internet. 1 Credit Hour.
This course will demonstrate the use of the Internet as a legal research tool. Using various browsers and search engines, students will learn basic Internet maneuvers. Students will learn the process of searching and retrieving information to build a file of relevant legal sites. Current legal issues on Internet use will be examined. Considerable time will be required on-line to meet the requirements of this class.
Prerequisites: LGL 108 and Reading Proficiency.

LGL 223. Evidence. 1 Credit Hour.
This course is the study of the gathering and admissibility of various types of evidence. The theories of relevance, materiality, hearsay, and competency that apply to all evidence will be explored in detail.
Prerequisites: LGL 108 and Reading Proficiency.

LGL 224. Environmental Law. 1 Credit Hour.
This course will explore the issues of business and consumer generated pollution, hazardous, and toxic waste. The student will learn how the federal and state governments are trying to contain levels of pollution and to clean up hazardous waste sites and examine the major environmental protection laws applicable to businesses and individuals.
Prerequisites: LGL 108 and Reading Proficiency.

LGL 225. Administrative Law. 1 Credit Hour.
An examination of the nature and scope of Administrative Law. The authority of administrative agencies, Administrative Procedures Act, rules and rule making, administrative hearings, and the role of the paralegal will be examined in this course.
Prerequisites: LGL 108 and Reading Proficiency.

LGL 226. Law Office Administration. 1 Credit Hour.
A study of the function, management, and administration of the law office or legal department. It includes office environment, structures, personnel supervision, financial management, records management, and management theories.
Prerequisites: LGL 108 and Reading Proficiency.

LGL 228. Family Law. 3 Credit Hours.
Family Law introduces statutory and case law regarding the dissolution of marriage action, termination of parental rights, adoption law, court appointment of guardians, and guardian ad litem. Topics will include client interviewing and counseling. Necessary documentation, discovery tools, and court forms required for filing as well as methods for determining the timing and venue for filings, will be examined. Recommended Preparation: Recommended that LGL 235 be completed prior to enrolling in this course.
Prerequisites: LGL 110 or LGL 108 and Reading Proficiency.

LGL 230. Employment Law. 3 Credit Hours.
Employment Law will examine the employer and employee relationship and the laws governing the employment agreement. This course will include the specific areas of employment discrimination, Worker’s Compensation, and regulation of union activity.
Prerequisites: LGL 110 or LGL 108 and Reading Proficiency.

LGL 232. Contracts. 1 Credit Hour.
A study of the types and kinds of contracts and an in-depth analysis of the basic elements of contract law. The proper form and manner of entering into a lawful contract will be analyzed.
Prerequisite: Reading Proficiency.

LGL 235. Civil Litigation. 3 Credit Hours.
Civil Litigation focuses on the stages and preparation for civil trial. Litigation documents including pleadings, discovery documents and motions will be examined. The rules of evidence and the rules of civil procedure will be introduced.
Prerequisites: LGL 110 or LGL 108 and Reading Proficiency.

LGL 236. Topics in Law. 3 Credit Hours.
Topics in Law is a study of a selected area of law or current topics in law. This course will provide an opportunity to explore a specific areas of law such as Criminal Law, Cyber Law, Elder Law, Immigration Law, Intellectual Property, or other current legal issues in greater detail.
Prerequisites: LGL 110 or LGL 108 and Reading Proficiency.

LGL 240. Advanced Civil Litigation. 3 Credit Hours.
Advanced Civil Litigation is designed as an advanced course for those students who have completed Civil Litigation. The focus will be a detailed examination of court rules pertaining to discovery, civil trial procedures and preparation as well as appellate procedures.
Prerequisites: LGL 235 or LGL 104, and Reading Proficiency.

LGL 280. Paralegal Clinical Studies. 3 Credit Hours.
Paralegal Clinical Studies is an on-campus clinical experiential course that provides the student the opportunity to apply theory and skills learned in the classroom, learn new skills, and explore career possibilities while supervised by a licensed attorney. Students will perform legal work to enhance their preparation for entering the field.
Prerequisites: Approval of the campus program coordinator and Reading Proficiency.

LGL 290. Workplace Learning: Paralegal. 3 Credit Hours.
Workplace Learning: Paralegal is an experiential course that provides the student the opportunity to apply theory and skills learned in the classroom, learn new skills, and explore career possibilities while supervised by a professional in the field and a faculty member. Students will observe and participate in the functions of the business to enhance their preparation for entering the field. Minimum 150 hours in the workplace throughout the term.
Prerequisites: Approval of the campus program coordinator and Reading Proficiency.