

DEKALB TECHNICAL COLLEGE
Clarkston Campus and Covington Campus

PARALEGAL STUDIES
ASSOCIATE IN APPLIED SCIENCE DEGREE

The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law, criminal law and procedure, civil litigation, tort law, and substantive contract law; and wills, trusts, and probate. The program emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services.

<u>Course Number</u>	<u>Course</u>	<u>Class Hours</u>	<u>Lab Hours</u>	<u>Total Hours</u>	<u>Credit Hours</u>	<u>Prerequisite/Corequisite</u>
FIRST QUARTER						
ENG 191	Composition and Rhetoric I	50	0	50	5	*; See catalog for pre-reqs
MAT 191	College Algebra OR					
MAT 196	Contemporary Mathematics	50	0	50	5	Program Admission
PLS 101	Introduction to Law and Ethics	50	0	50	5	
SCT 100	Introduction to Microcomputers	<u>10</u>	<u>40</u>	<u>50</u>	<u>3</u>	
	TOTAL	160	40	200	18	
SECOND QUARTER						
PLS 104	Family Law	50	0	50	5	PLS 101
XXX XXX	Elective	50	0	50	5	
XXX XXX	Elective	50	0	50	5	
ECO 191	Principles of Economics OR					
SOC 191	Introduction to Sociology	<u>50</u>	<u>0</u>	<u>50</u>	<u>5</u>	*; See catalog for pre-reqs
	TOTAL	200	0	200	20	
THIRD QUARTER						
SPC 191	Fundamentals of Speech	50	0	50	5	ENG 191
PLS 102	Legal Research	50	0	50	5	*; PLS 101
PLS 105	Real Estate Law	50	0	50	5	*; PLS 101
PLS 108	Criminal Law and Procedures	<u>50</u>	<u>0</u>	<u>50</u>	<u>5</u>	*; PLS 101
	TOTAL	200	0	200	20	
FOURTH QUARTER						
PSY 191	Introductory Psychology	50	0	50	5	*
PLS 109	Civil Litigation	50	0	50	5	*; PLS 101
PLS 110	Wills, Trusts, Probate & Administration	50	0	50	5	*; PLS 101
PLS 103	Legal Writing	<u>50</u>	<u>0</u>	<u>50</u>	<u>5</u>	ENG 191; PLS 101, PLS 102
	TOTAL	200	0	200	20	
FIFTH QUARTER						
PLS 116	Contracts and Commercial Law	50	0	50	5	*; PLS 101
PLS 112	Law Office Management	50	0	50	5	*; PLS 101
PLS 115	Business Organizations	50	0	50	5	*; PLS 101
PLS 111	Tort Law	<u>50</u>	<u>0</u>	<u>50</u>	<u>5</u>	*; PLS 101
	TOTAL	200	0	200	20	
SIXTH QUARTER						
HUM 191	Introduction to Humanities	50	0	50	5	ENG 191
PLS 118	Paralegal OBI	<u>0</u>	<u>360</u>	<u>360</u>	<u>12</u>	**
	TOTAL	0	360	360	17	

*Program admission level English, reading, and/or math competency required.

** All previous coursework

CIP CODE: 22.030203

MAJOR CODE: PS03

REQUIRED CREDIT HOURS: 115

10/07

The curriculum is subject to change to meet changing conditions. As set forth in its catalog, DeKalb Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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PARALEGAL STUDIES COURSE DESCRIPTIONS

PLS 101 - INTRODUCTION TO LAW AND ETHICS (5)

Emphasizes the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations imposed upon attorneys and legal assistants. Topics include: survey of American jurisprudence, code of professional responsibility and ethics overview, legal reasoning and problem solving, and introduction to sources of law and legal vocabulary.

PLS 102 - LEGAL RESEARCH (5)

Prerequisites: Program admission level reading, English, and math scores; PLS 101 with a minimum grade of "C"
Introduces the student to the competencies involved with legal bibliography and research methodology so that the student can effectively research issues of both state and federal law. The student will also learn to properly cite legal research sources. Topics include: identification of legal issues, sources of state and federal statutes and case law, citation of legal authorities, and computer assisted legal research.

PLS 103 - LEGAL WRITING (5)

Prerequisite: ENG 191; PLS 101, PLS 102 with a minimum grade of "C"
Focuses on the application and reinforcement of basic writing skills, familiarizes the student with types of writing typically engaged in by lawyers and legal assistants, and prepares the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include: legal analysis and legal correspondence and composition

PLS 104 - FAMILY LAW (5)

Prerequisite: Program Admission
Prerequisite/Corequisite: PLS 101 with a minimum grade of "C"
Introduces the student to the issues that may arise in family law cases and to the role of the paralegal in assisting the attorney in the development and presentation of such cases. Topics include: issues associated with client and witness interviews, marriage validity and dissolution, litigation support in family law matters, issues concerning children, special matters in family law, and attorney and paralegal ethical obligations.

PLS 105 - REAL ESTATE LAW (5)

Prerequisites: Program Admission, PLS 101 with a minimum grade of "C"
Introduces the student to the basic concepts of real property law as they pertain to common types of real estate transactions. Additionally, emphasis will be placed on practical skills such as document preparation and title examination. Topics include: real estate contracts, plat reading and legal descriptions, types and purposes of deeds, title searches, common real estate mortgages and documentation, real estate closing and closing statements, recordation statutes and requirements, and elements of the lease.

PLS 108 - CRIMINAL LAW AND CRIMINAL PROCEDURE (5)

Prerequisite: Program Admission
Prerequisite/Corequisite: PLS 101 with a minimum grade of "C"

Introduces the student to the basic concepts of substantive criminal law and its procedural aspects with an emphasis on the constitutionally protected rights of the accused in the criminal justice system. Topics include: substantive criminal law, criminal procedure from arrest to post-conviction, constitutional issues of criminal law and procedure, and criminal litigation support.

PLS 109 - CIVIL LITIGATION (5)

Prerequisites: Program Admission, PLS 101 with a minimum grade of "C"
Emphasizes competencies and concepts of civil litigation in both federal and state courts. Topics include: federal and state litigation; trial and pretrial proceedings; litigation ethics; and litigation documents, exhibits, investigations, and interviews.

PLS 110 - WILLS, TRUSTS, PROBATE, AND ADMINISTRATION (5)

Prerequisites: Program Admission, PLS 101 with a minimum grade of "C"
Provides a general framework of the substantive theory of wills, trusts, and estates. The student receives practical information to better enable him or her to assist in the drafting of wills and other documents, and in the probate and administration process. Topics include: wills, trusts, and powers of attorney; probate of wills and administration of estates; document preparation for other probate proceedings; general jurisdiction of the probate court; terminology of wills and estate practice; client interviews; and document preparation.

PLS 111 - TORT LAW (5)

Prerequisites: Program Admission, PLS 101 with a minimum grade of "C"
Introduces the student to the basic concepts of substantive tort law. Additionally, emphasis will be placed on the fact investigation process. Topics include: concepts of tort, intentional and unintentional; causation and liability concepts; damages and defenses; and business torts.

PLS 112 - LAW OFFICE MANAGEMENT (5)

Prerequisite: PLS 101 with a minimum grade of "C"
Introduces the student to common forms of law practice. The student will be exposed to methods of billing and timekeeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include: forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.

PLS 115 - BUSINESS ORGANIZATIONS (5)

Prerequisites: Program Admission; PLS 101 with a minimum grade of "C"
Emphasizes the formulation and operation of sole proprietorships, general partnerships, limited partnerships, joint ventures, and corporations. Additionally, the course will include the exploration of basic concepts of agency law. Topics include: sole proprietorships, partnerships and joint ventures, corporations, tax implications of different organizations, professional associations and corporations, and agency concepts.

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PLS 116 - CONTRACTS AND COMMERCIAL LAW (5)

Prerequisites: Program Admission, PLS 101 with a minimum grade of "C"

Introduces the student to the basic concepts of legal rules commonly applicable in commercial settings and to the basic concepts of substantive contract law. Topics include: Constitutional Law and government regulations, Uniform Commercial Code, essential elements of a contract and related legal principles, and standard forms utilization

PLS 118 - PARALEGAL O.B.I. (12)

Prerequisites: All previous coursework

Focuses on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development

PLS 122 – PREPARATION FOR THE LEGAL PROFESSION (5)

Prerequisites: All previous coursework

This course is a review of legal subject matter covered in all previous courses. There are additional topics covering investigation, domestic abuse, modification of order of divorce, and the legal office environment. The comprehensive final exam helps students prepare for other qualifying exams or job application tests they may take. Employment skills, including resume building and job search activities, are presented.

ESTIMATED PROGRAM COSTS

PARALEGAL STUDIES

ASSOCIATE IN APPLIED SCIENCE DEGREE

First Quarter

Tuition/Fees	\$544.00
Books	300.00
Total	\$844.00

Second Quarter

Tuition/Fees	\$544.00
Books	300.00
Total	\$844.00

Third Quarter

Tuition/Fees	\$544.00
Books	300.00
Total	\$844.00

Fourth Quarter

Tuition/Fees	\$544.00
Books	300.00
Total	\$844.00

Fifth Quarter

Tuition/Fees	\$544.00
Books	300.00
Total	\$844.00

Sixth Quarter

Tuition/Fees	\$544.00
Total	\$544.00
Total Cost	\$4,764.00

Tuition/fees and cost of books/supplies are estimates only and are subject to change without notice. Tuition is based on Georgia residency. 10/07