

# PARALEGAL STUDIES (PLST)

## **PLST 200 Introduction to Paralegal Studies 3 Credit Hour(s)**

This course will provide an introduction to the paralegal profession and the role of the paralegal within the law office. This survey course will introduce the student to the American legal system, civil litigation, criminal law and procedure, the appeals process, and substantive legal topics such as tort, contract law, and property law. Students will be taught a variety of administrative skills necessary in a law practice office including legal research, legal vocabulary, critical reading and writing, client interview, investigation, law office administration, and technologies. Legal ethics, professionalism, and biblical worldview will be taught.

**Offered:** Online

## **PLST 201 Legal Research 3 Credit Hour(s)**

This course will introduce students to the court system, case law, statutes, and legal research methods. Paralegals are expected to perform legal research that is both competent and cost effective. This requires an understanding of legal systems and legal research techniques. In this course, students will gain hands-on experience by employing current legal research methods.

**Offered:** Online

## **PLST 202 Legal Writing 3 Credit Hour(s)**

**Online Prerequisite:** PLST 201

This course will introduce students to proper legal writing methods. The goal of legal writing is communication with the reader. During this course, students will learn legal writing techniques that will enable them to communicate effectively.

**Offered:** Online

## **PLST 205 Foundations of Law 3 Credit Hour(s)**

An introduction to the theological and philosophical foundations of law, including the Augustinian concept of antithetical thinking; the Creator/creature distinction; the development of higher/natural law thinking; the basis for the distinction between the judicial and prudential methods of analysis; the origins and jurisdictional boundaries of family, church, and state; the schools of jurisprudence; and the biblical basis for the fundamental principles underlying the several courses that comprise the basic curriculum.

**Offered:** Online

## **PLST 206 Ethics and Professional Responsibility 3 Credit Hour(s)**

**Online Prerequisite:** ((PLAW 200 or PLST 200) and (PLAW 205 or PLST 205))

The course is a study of the ethical rules and professional responsibilities of the paralegal within the legal profession. Students will study the Model Rules of Professional Conduct and analyze those rules as they pertain to specific cases.

**Offered:** Online

## **PLST 210 Introduction to E-Discovery 3 Credit Hour(s)**

This course provides an overview of transitioning traditional discovery methods to digital evidence. The course will introduce the student to the practice of addressing documents, email, pictures, web pages, social media, and databases generally, now housed in a digital format. The course will address e-discovery methods in both the civil and criminal context while assessing the impact of the Christian worldview.

**Offered:** Online

## **PLST 215 Data Management and E-Discovery 3 Credit Hour(s)**

This course provides an overview of data management under the rules and guidelines governing electronic discovery. Students will be taught about the logistical issues associated with the management and production of voluminous electronic discovery. The course will also address evidentiary and procedural issues that arise within e-discovery while also considering Christian worldview implications.

**Offered:** Online

## **PLST 220 Civil Practice 3 Credit Hour(s)**

This course is the study of the rules and principles governing the process by which courts adjudicate civil disputes. The subject matter covered includes study of the judicial process and the relationship between procedural and substantive law; pleadings; principles of jurisdiction, including jurisdiction over persons and subject matter; service of process and allocation of jurisdiction between state and federal court systems; and the discovery of evidence.

**Offered:** Online

## **PLST 222 Real Estate Transactions and Property 3 Credit Hour(s)**

This course is a study of the fundamental precepts applicable to real property. The following aspects, among others, will be covered: biblical principles of ownership and stewardship, acquisition and discovery, landlord/tenant law and real estate transactions. Working through the mock due diligence, purchase, financing, closing, development and leasing necessary for legal representation will be taught.

**Offered:** Online

## **PLST 225 Tort Law 3 Credit Hour(s)**

This course is a study of the system for compensating persons injured by others and includes principles of intentional torts and privileges thereto, and principles of negligence.

**Offered:** Online

## **PLST 226 Contracts 3 Credit Hour(s)**

**Online Prerequisite:** ((PLAW 200 or PLST 200) and (PLAW 205 or PLST 205))

Covers the legal concepts, principles, and procedures behind contracts and contract law. Emphasis is placed on formation, interpretation, modification, and assignment of contracts with instruction on breach, remedies, and damages.

**Offered:** Online

## **PLST 230 Criminal Practice and Procedures 3 Credit Hour(s)**

This course will introduce the general principles, sources, and purpose of criminal law, including the following doctrinal issues that apply to crimes in general: the act requirement, the mens rea requirement, causation, liability for attempted crimes, accomplice liability, defenses, and criminal code interpretation. The course will also introduce the limitations imposed on law enforcement activities by the Fourth, Fifth, and Sixth Amendments to the U.S. Constitution as applied to the states through the Fourteenth Amendment. The course generally considers the criminal justice process from investigation through arrest and initial court appearance.

**Offered:** Online

## **PLST 235 Wills, Trusts, and Estates 3 Credit Hour(s)**

A study of the basic devices in gratuitous transfers, including the will and trust; selected problems in class gifts, and will and trust substitutes; and social restrictions upon the power of testation, the formation of property interests, and the trust device.

**Offered:** Online

**PLST 310 Case Management and Ethical Considerations 3 Credit Hour(s)**

This course provides an overview of case management within the law office and addresses the relevant ethical guidelines. Students will learn about the tools necessary for managing cases including case management software and electronic filing systems with the courts. The course will also address the ethical duty regarding technology and confidentiality while also addressing implications relevant to the Christian worldview.

**Offered:** Online

**PLST 315 Digital Forensics and the Legal Implications 3 Credit Hour(s)**

This course provides in-depth exposure to digital forensics within a legal framework. Students will learn about the technical language associated with digital information, and explore the most common types of digital evidence, while also considering the legal context and legal tools necessary for presenting information within a court of law before a judge and/or jury while addressing implications relevant to the Christian worldview.

**Offered:** Online

**PLST 320 Constitutional Law 3 Credit Hour(s)**

**Online Prerequisite:** PLAW 205 or PLST 205

Constitutional Law analyzes contemporary issues to explore a number of key constitutional principles, including: separation of powers; federalism; the role of the judiciary in deciding controversial social issues; the First Amendment Free Speech, Establishment Clause, and Free Exercise of Religion clauses; the Commerce Clause as it relates to nationalized health care; and parental rights with respect to education. Students will read judicial opinions each week relating to one of these topics.

**Offered:** Online

**PLST 340 Family Law 3 Credit Hour(s)**

This course provides a balanced introduction to the theories, doctrines, and practice of family law. Students will learn the fundamental principles of family law, discuss important policy issues, learn practical skills and consider the ethical issues confronted by those who help process legal documents in family law.

**Offered:** Online

**PLST 350 Corporate and Business Organizational Law 3 Credit Hour(s)**

An examination of agency, partnership, and corporation concepts with emphasis on the rights and obligations of partners. The formation, management, and operation of for-profit and nonprofit corporations will be taught.

**Offered:** Online

**PLST 355 Bankruptcy and Secured Transactions 3 Credit Hour(s)**

**Online Prerequisite:** ((PLAW 222 or PLST 222) and (PLAW 350 or PLST 350))

Covers the bankruptcy code and rules of procedure. Emphasis will be placed on the legal assistant's role in Bankruptcy practice including interviewing, preparing documents including Schedules for Chapter 7, 11, and 13, legal proceedings including filing, meeting of creditors, adversarial proceedings, and the final discharge. Also included are secured and unsecured creditor priorities, preferences, and fraudulent transfers.

**Offered:** Online

**PLST 380 Law of Non-Profits 3 Credit Hour(s)**

**Online Prerequisite:** PLAW 350 or PLST 350

Consideration of the role of the nonprofit corporation vis-à-vis the business corporation as well as fiduciary relationships and regulatory issues faced by nonprofit corporations. The class will also cover the process for organization of a nonprofit corporation and obtaining tax exempt status.

**Offered:** Online

**PLST 400 Employment Law 3 Credit Hour(s)**

**Online Prerequisite:** PLAW 350 or PLST 350

This course is designed to assist you in gaining a broad understanding of employment law and legal issues that impact the workplace. Students will survey the various sources of employment law including federal and state law. Additionally, students will gain an understanding of the employer and employee relationship in the workplace and the legal significance of this dynamic. Topics covered will include, but are not limited to, the hiring process, discrimination, wage and hour, benefits, freedom in the workplace, disability, discharge, and retirement.

**Offered:** Online

**PLST 405 Administrative Law 3 Credit Hour(s)**

**Online Prerequisite:** PLAW 350 or PLST 350

This course considers the role of administrative agencies and the legal and public policy impact of agency decisions. In addition to reviewing the purpose and functions of administrative agencies, the student will also consider the role of judicial review of administrative decisions and the constitutional implications. Additional topics studied include investigatory powers, informal and formal adjudications, rule making, delegation of authority, and separation of powers.

**Offered:** Online

**PLST 420 Intellectual Property Law 3 Credit Hour(s)**

**Online Prerequisite:** PLAW 350 or PLST 350

This course is designed to assist the student in gaining a broad understanding of intellectual property law and relevant legal terms. In addition to studying general principles and rules, the student will also study copyright, patents, trademarks, and trade secrets.

**Offered:** Online

**PLST 450 Negotiations 3 Credit Hour(s)**

**Online Prerequisite:** ((PLAW 200 or PLST 200) and (PLAW 205 or PLST 205))

This course provides a general introduction to negotiations, alternative dispute resolution, and client counseling. In addition to reviewing the general theories and practice of negotiation, students will study the various styles of negotiation.

**Offered:** Online

**PLST 460 Law Office Management 3 Credit Hour(s)**

**Online Prerequisite:** ((PLAW 200 or PLST 200) and (PLAW 205 or PLST 205))

This course covers the operation of a modern law office, including the legal structure of a law practice, regulation of the legal profession, law office equipment, personnel and employee issues, billing and accounting procedures, and basic management skills.

**Offered:** Online

**PLST 499 Field Research (Internship) 3-6 Credit Hour(s)**

Directed applicable work experience under supervision of the Director of Paralegal Studies Internships and an administrator or professional at the place of employment in a law firm or legal organization. Applications are processed through the department Faculty Intern Advisor. Applicants must apply the semester prior to starting the internship.

**Offered:** Online