

# Pre-law & Paralegal Studies

## Course Descriptions

**PLPS 3010.** Introduction to Law. (3-3-0). To familiarize the student with the development of both the common and civil law traditions in the United States, the history of the legal profession, nature of legal ethics, court structure in the U.S. and specific states and how they interrelate, and current trends in the legal profession.

**PLPS 3020.** Legal Research. (3-3-0). The student will be familiar with the American legal system, primary and secondary sources of the law, including finding tools, judicial reports and citation forms, case findings, including state and federal digests; citators, digests, annotated law reports, legal periodicals, research procedures, federal, state and local court rules, methods of legal research, miscellaneous research aids, and non-legal research aids.

**PLPS 3030.** Litigation. (3-3-0). Introduce the student to the preparation, under attorney supervision, of case profiles, read attorney briefs to check accuracy of information in litigation file, organize and index documents obtained through discovery, interview, witnesses, trace physical evidence, examine public records, make preliminary draft of deposition questions, arrange for clients to be interviewed and witnesses to appear in court, digest transcripts of deposition and trial testimony, index documents and/or exhibits for trial, do legal research and prepare briefs, memoranda, and bibliographies of source materials.

**PLPS 3040.** Estates, Trusts and Wills. (3-3-0). The graduate should be able to assist in preparation of legal documents associated with the planning of estates. In the administration phase, he/she can participate in the collection of assets, maintenance of records, notification of beneficiaries, preparation of wills and trusts for review, understand federal and state tax returns, apply income principal rules of estates, draft court forums from account records, transfer securities into names of people entitled to them, draw checks for signature of executors, and follow through on collection and delivery.

**PLPS 3050.** Corporations. (3-3-0). The graduate should be able to assist to prepare initial articles and amend articles of incorporation, satisfy state filing requirements, prepare drafts for stock certificates and securities, maintain stock ledgers and books, draft employment agreements, draft buy-sell agreements, prepare Blue Sky materials, draft underwriting agreements and resolutions authorizing the sales of securities, prepare registration materials for regulatory agencies, draft acquisition and merger transactions, and draft closing papers and closing binders.

**PLPS 3060.** Real Estate and Mortgages. (3-3-0). The graduate should be able to assist to obtain and record basic information from the client on real estate transactions, conduct a title search in the records office, prepare preliminary abstracts of title, arrange for the purchase of title insurance, assist in obtaining mortgage financing, review mortgage applications, assist in recording of mortgages, assemble tax receipts, allocate property taxes for closing, record capital gain or loss, keep abreast of the latest tax law, draft preliminary abstracts of title, preliminary opinion of title, property tax returns, preliminary draft of purchase and sale agreement, and arrange for closing date.

**PLPS 3070.** Family Relation Law. (3-3-0). Learn to conduct fact-finding interviews, prepare papers for court filing, answer client inquiries not involving legal advice, draft property settlement agreements, and help prepare the case for trial. Become familiar with adoption procedures and procedures concerning judgments and orders.

**PLPS 3080. Law Office Administration. (3-3-0). Approaches to the organization and efficient operation of the law office.**