



## Syllabus

### PLG 100 Introduction to Paralegal Practice

#### General Information

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**Date**

September 18th, 2018

**Author**

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**Department**

Business

**Course Prefix**

PLG

**Course Number**

100

**Course Title**

Introduction to Paralegal Practice

#### Course Information

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**Credit Hours**

3

**Lecture Contact Hours**

3

**Lab Contact Hours**

0

**Other Contact Hours**

0

**Catalog Description**

This course will introduce students to the organization and operation of the legal system and fundamental legal concepts. The course gives an overview of legal ethics, the court system, constitutional law, civil litigation, contracts, criminal law, tort law, and business organizations.

**Key Assessment**

This course does not contain a Key Assessment for any programs

**Prerequisites**

None

**Co-requisites**

ENG 101 and successful completion of all required remedial courses.

### **Grading Scheme**

Letter

## **First Year Experience/Capstone Designation**

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This course **DOES NOT** satisfy the outcomes applicable for status as a FYE or Capstone.

## **SUNY General Education**

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This course is designated as satisfying a requirement in the following SUNY Gen Ed category

None

## **FLCC Values**

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### **Institutional Learning Outcomes Addressed by the Course**

Vitality  
Inquiry  
Interconnectedness

## **Course Learning Outcomes**

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### **Course Learning Outcomes**

1. Explain the organization and operation of the legal system
2. Identify very basic concepts of Constitutional law, contract law, criminal law, tort law and the law of business organizations
3. Describe the types of law practices and other legal employers
4. Explain the NYS Model Code of Ethics and how to implement it in their practice

## **Outline of Topics Covered**

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- I. Overview of the American Legal System
  - A. Sources of Law
  - B. Classifications of Law
  - C. Introduction to Jurisdiction and Venue
  - D. The Court System
    1. New York

- 2. Federal
  - E. Dispute Resolution
- II. What is a Paralegal?
  - A. Development of the Profession
  - B. Career Opportunities
  - C. Workings of a Law Office
- III. Legal Ethics and Responsibility
  - A. Attorney & Paralegal Ethical Rules in General
  - B. Confidentiality
  - C. Conflict of Interest
  - D. Money Matters
  - E. Competency
  - F. Unauthorized Practice of Law
- IV. Constitutional Law
  - A. Judicial Review
  - B. Key Constitutional Provisions
    - 1. Establishing the Federal Government
    - 2. Commerce Clause
    - 3. Full Faith and Credit Clause
    - 4. Privileges and Immunities Clause
    - 5. Supremacy Clause
  - C. The Bill of Rights
    - 1. Religion – the Free Exercise and Establishment Clauses
    - 2. Freedom of Speech and the Press
    - 3. Protection in Criminal Cases
  - D. Due Process
  - E. Equal Protection
- V. Torts
  - A. Intentional Torts
  - B. Negligence
    - 1. Elements
    - 2. Defenses
  - B. Strict Liability and Products Liability
- VI. Contracts
  - A. Elements
  - B. Defenses

C. Performance and Remedies for Breach

D. Electronic Contracting

VII. Criminal Law

A. Differences from Civil Law

B. Types of Crimes

C. Criminal Procedure

VIII. Business Organizations and Employment

A. Forms of Business Organization

B. Agency Law

C. Employment Law