FLCC Course Syllabus

**General Information**

**Date**

11/30/2016

**Department**

Business

**Course Prefix:**

PLG

**Course Number:**

100

**Course Title:**

Introduction to Paralegal Practice

**Course Information**

**Credit Hours**

3

**Lecture Contact Hours**

3

**Laboratory 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

**Co-requisites**

Corequisite: ENG 101

**Grading Scheme**

Letter Grade

**First Year Experience**

Yes

**FLCC Values**
College Learning Outcomes Addressed by the Course

Inquiry
Interconnectedness
Vitality

Course Learning Outcomes

Course Learning Outcomes

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

Program Affiliation

This course is required as a core program course in the following program(s)

AAS Paralegal
Paralegal Certificate

Outline of Topics Covered

Outline of Topics Covered in Course

PLG+100+Topic+Outline.docx
Outline of Topics Covered

General Outline of Topics Covered:
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
   C. 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