

# LEGAL ASSISTING (LGLA)

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## LGLA 1303

### Legal Research

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0  
This course presents standard and/or computer assisted legal research techniques in a law library emphasizing the paralegal's role.

*Prerequisite: None.*

## LGLA 1305

### Legal Writing

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0  
This course provides a working knowledge of the fundamentals of effective legal writing techniques. Topics include briefs, legal memoranda, case and fact analysis, citation formats, and legal writing styles emphasizing the paralegal's role in legal writing.

*Prerequisite: None.*

## LGLA 1307

### Introduction to Law and the Legal Professions

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0  
This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal's role.

*Prerequisite: None.*

## LGLA 1342

### Federal Civil Litigation

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0  
This course presents fundamental concepts and procedures of federal civil litigation including pretrial, trial, and post-trial phases of litigation emphasizing the paralegal's role in the federal civil litigation process.

*Prerequisite: LGLA 1307.*

## LGLA 1344

### Texas Civil Litigation

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0  
This course presents fundamental concepts and procedures of Texas civil litigation including pretrial, trial, and post-trial phases of litigation with emphasis on the paralegal's role in the Texas civil litigation process.

*Prerequisite: LGLA 1307 and LGLA 1342.*

## LGLA 1351

### Contracts

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0  
This course presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.

*Prerequisite: None.*

## LGLA 1353

### Wills, Trusts and Probate Administration

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0  
This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

*Prerequisite: LGLA 1307.*

## LGLA 1355

### Family Law

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0  
This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

*Prerequisite: LGLA 1307.*

## LGLA 1359

### Immigration Law

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0  
This course presents fundamental concepts of immigration law including substantive and procedural law related to visa application, deportation, naturalization, and citizenship emphasizing the paralegal's role in immigration law.

*Prerequisite: None.*

## LGLA 2266

### Practicum: Paralegal

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:16  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Students enrolled in the Associate Degree program must have completed 46 semester credit hours.*

## LGLA 2303

### Torts and Personal Injury Law

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0  
This course presents fundamental concepts of tort and personal injury law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

*Prerequisite: LGLA 1307.*

## LGLA 2309

### Real Property

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0  
This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.

*Prerequisite: LGLA 1307.*

## LGLA 2311

### Business Organizations

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0  
This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities.

*Prerequisite: LGLA 1307.*

## LGLA 2313

### Criminal Law and Procedure

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0  
This course covers fundamental concepts of criminal law and procedures from arrest to final disposition including principles of federal and state law, and the preparation of pleadings and motions as applied to the role of the paralegal in the criminal justice system.

*Prerequisite: LGLA 1307.*

## LGLA 2333

### Advanced Legal Document Preparation

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0  
This course covers the use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.

*Prerequisites: None.*