

Midland College  
Master Syllabus

**PARALEGAL**

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**COURSE DESCRIPTIONS AND LEARNING OUTCOMES**

**LGLA 1301 Legal Research and Writing**

Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing. Topics include law library techniques, computer-assisted legal research, briefs and legal memorandum. Students will develop a working vocabulary of legal terms and will be introduced to case and statutory law. Students write letters, analyze cases, and write a legal office memorandum. Students learn about the Texas and federal court system. Students focus on writing skills using correct grammar and spelling.

**Learning Outcomes - Upon successful completion of this course, students will:**

- Exhibit ethical behavior.
- Develop a legal vocabulary.
- Locate court decisions in various legal reference books and online legal research platforms.
- Read, analyze and summarize statutes and court decisions; learn to identify legal holdings, dicta, issues and reasoning.
- Read and write legal correspondence. Identify correct grammar usage.
- Identify procedural history of cases. List the various parts of a court opinion.
- Analyze court decisions, case precedent and statutes and apply them to given fact situations.
- Compare and contrast court opinions.
- Write an effective argument including proper legal citations.

**LGLA 1311 Introduction to Law**

Presents an overview of the law, the legal system, and the paralegal's role. Topics include legal

concepts, procedures, terminology, and current issues in the law. The student will develop a legal vocabulary and explain fundamental legal concepts including categorize substantive areas of law, the federal and state judicial systems, and identify ethical considerations of paralegals.

**Learning Outcomes - Upon successful completion of this course, students will:**

Exhibit ethical behavior.

Develop a legal vocabulary.

Describe and explain the American legal system and the role of attorneys.

Identify, describe and explain the operation of Administrative Agencies.

Identify, describe, and explain crimes against persons and property, defense to crimes, statutes of limitations, criminal trial procedures and punishment.

Identify, describe, and explain civil law including torts and concepts of negligence, premises liability, products liability, and intentional torts.

Identify, describe, and explain the basic concepts of contracts.

Identify, describe, and explain the basics of family law including dissolution of marriages, child support, custody, property division.

Identify, describe, and explain the basics of property law including various types of leases and rights and duties of the parties as well as rights and duties of buyers and sellers.

Identify, describe, and explain the basics of employment law including legal classifications of employees, laws against discrimination, and the basic rights and duties of employers and employees.

Identify, describe, and explain the basics of estate and probate law including different types of wills and trusts and appropriate self-determination documents.

**LGLA 1313 Introduction to Paralegal Studies**

Presents an overview of the paralegal profession including professional regulation, trends and issues, ethical obligations, and the paralegal's role in the delivery of legal services. Additionally, this course presents the fundamental concept of legal ethics and professional responsibility with emphasis on the paralegal's role including professional regulation, trends and issues, ethical obligations, and the paralegal's role in the delivery of legal services. The topics include a review of the canons, codes, and rules of professional responsibility. The student will define and properly use terminology relating to legal ethics, describe the ethical responsibilities of lawyer and law office personnel, understand breaches of ethics and demonstrate knowledge of the canons of ethics governing law office professionals. The student will learn fundamental concepts regarding the functions, sources, and classification of law, structure of the court system, and an overview of civil and criminal law.

**Learning Outcomes - Upon successful completion of this course, students will:**

Exhibit ethical behavior.

Develop a legal ethics vocabulary.

Describe and explain the duties of corporate, governmental, administrative, and different types of litigation paralegals

The student will identify and explain the various duties of attorneys

Describe the ethical duty of confidentiality including why and to whom it applies.

Explain the concept of conflict of interest; how to spot a conflict.

Understand of "competent" representation and the paralegal's standard of competence.

Understand fee schedules, trust accounts, and billing.

Identify and explain misconduct by lawyers and paralegals and the duties of reporting misconduct.

Understand law office management systems, calendaring systems, file systems, and law firm economics.

Understand the ethics of advertising and solicitation.

Understand basic functions, sources, and classification of law, structure of the court system, and an overview of civil and criminal law.

### **LGLA 1317 Law Office Technology**

This course introduces computer technology and software applications within the law office. Topics include the use of computer technology in the delivery of legal services with particular emphasis on the paralegal's role. The student will explain the use of personal computer applications in the law office and demonstrate the ability to use computer technology to assist in the delivery of legal services including billing, calendaring, and case management. Students will also consider the ethical consideration of the paralegal relating to law office technology.

#### **Learning Outcomes - Upon successful completion of this course, students will:**

- Demonstrate the ability to automate and customize certain computerized procedures.
- Demonstrate an understanding and use of word processing, database, spreadsheet, timekeeping, calendaring, and litigation support software.
- Conduct product research and present findings using presentation software.
- Explain computerized filing procedures used by federal and Texas courts.
- Summarize and explain the ethics of using technology in the practice of law.

### **LGLA 1345 Civil Litigation**

This course provides opportunities to gain a foundational understanding of civil litigation and the rules applicable to civil suit from filing through appeal. The student begins to understand and implement various rules and statutes relating to civil litigation; generate appropriate entry level litigation documents; and describe the role and ethical considerations of the paralegal relating to civil litigation.

#### **Learning Outcomes - Upon successful completion of this course, students will:**

- Exhibit ethical behavior
- Describe and analyze the Texas court system and rules pertaining to initiating suit.
- Describe and analyze the rules pertaining to discovery and investigation in a civil suit.
- Describe and explain the Texas rules pertaining to certain pre-trial motions and trial procedure.
- Describe and explain the Texas rules pertaining to certain post-trial motions and appellate procedure.
- Courtroom observation.

### **LGLA 2305 Interviewing and Investigating**

The course explores the aspects of conducting successful interviews of people involved in civil litigation. The course will also teach students the techniques of investigation in these suits. The course will study medical records and other evidence.

#### **Learning Outcomes - Upon successful completion of this course, students will:**

- Exhibit ethical behavior
- Explain the mechanics of preparing for interviews of parties and different types of witnesses, conducting same, and putting all the information together to successfully litigate the case.
- Identify and explain the various methods of conducting investigations, including computer aided investigation.
- Read, organize, analyze, and summarize medical records.

### **LGLA 2331 Advanced Legal Research and Writing**

Builds on previous legal research and writing courses and covers standard and electronic research techniques and preparation of complex legal documents with emphasis on the paralegal's role. The student will analyze legal problems, determine necessary procedures and documents relevant to the problems, and prepare documents in court-ready or client-ready formats.

#### **Learning Outcomes - Upon successful completion of this course, students will:**

- Demonstrate the ability to use the Internet and legal software to find information
- Prepare legal documents in a manner acceptable to court personnel, clients, and other attorneys
- Research legal issues and analyze case law associated with the findings
- Brief cases and outline statutes to be used with research
- Demonstrate mastery of legal vocabulary

### **LGLA 2335 Advanced Civil Litigation**

Implementation of advanced civil litigation techniques with emphasis on the paralegal's role. Builds upon skills acquired in prior civil litigation courses. The student will analyze complex fact situations, identify appropriate legal issues, research applicable sources of law, formulate theories, generate appropriate litigation documents, and describe the role and ethical considerations of the paralegal relating to advanced civil litigations.

#### **Learning Outcomes - Upon successful completion of this course, students will:**

- Exhibit ethical behavior
- Prepare litigation documents, including but not limited to petitions, answers, all discovery documents, pre- and post- trial motions and judgments
- Read, analyze, and summarize civil litigation documents and prepare responses to same.
- Describe and explain the Texas rules pertaining to certain pre-trial motions
- Read, analyze, and summarize medical records
- Describe and explain the basic rules of civil trials
- Read, analyze, and summarize depositions
- Read, analyze, and synthesize all documents prepared or received during the semester.
- Exhibit mastery of civil litigation vocabulary.

### **LGLA 1349 Constitutional Law**

This course provides an overview of the United States Constitution and its articles, amendments, and judicial interpretations. Topics include separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government. Students will define and use terminology relating to constitutional law; locate, describe, and analyze other sources of law relating to constitutional law; analyze the U.S. Constitution and its amendments; and describe the role and ethical considerations of the paralegal relating to constitutional law practice.

#### **Learning Outcomes - Upon successful completion of this course, students will:**

- Exhibit ethical behavior
- Use terminology relating to constitutional law
- Analyze sources relating to constitutional law
- Demonstrate the ability to locate constitutional law sources.
- Analyze legislative and judicial sources of law relating to the separation of powers and individual freedoms.
- Apply legislation and judicial interpretation to hypothetical fact situations.

### **LGLA 2307 Law Office Management**

This course provides the fundamentals of principles and structure of management, administration,

and substantive systems in the law office including law practice technology as applied to paralegals.

**Learning Outcomes - Upon successful completion of this course, students will:**

- Exhibit ethical behavior
- Analyze the fundamental principles of management, administration, and substantive systems of the law office
- Implement use of technology in the management and administration of the law office
- Analyze the ethical considerations of the paralegal in the law office.
- Use terminology relating to law office management

**LGLA 1355 Family Law**

This course presents fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.

**Learning Outcomes - Upon successful completion of this course, students will:**

- Use terminology relating to family law
- Analyze sources relating to family law
- Draft documents used in family law
- Analyze the ethical considerations of the paralegal in family law

**LGLA 2341 Evidence**

This course includes instruction in gathering evidence, fashioning evidentiary arguments, and preparing evidence for trial. Focus is placed on the practical applications of the rules of evidence.

**Learning Outcomes - Upon successful completion of this course, students will:**

- Use terminology relating to evidentiary law
- Analyze sources relating to evidentiary law
- Prepare documents for admission into evidence
- Analyze the ethical considerations of the paralegal relating to evidentiary law.
- Exhibit an in-depth understanding of the rules of evidence and the impact of those rules on the trial of case.
- Identify the specific form of evidence that renders evidence (in)admissible
- Brief court opinions involving evidentiary rulings and identify the legal issue resolved by the court

**LGLA 2380 or 2381 Cooperative Education Paralegal/Assistant**

This course provides career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

**Learning Outcomes - Upon successful completion of this course, students will:**

- Use legal terminology
- Analyze legal sources
- Demonstrate the ability to locate legal sources
- Apply legal source interpretation to fact situations
- Complete specific work projects
- Read and write legal documents using correct grammar
- Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the paralegal occupation and the business/industry
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the paralegal

occupation and the business/industry

### **LGLA 1353 Wills, Trusts, and Probate Administration**

This course provides fundamental concepts of the law of wills, trusts and probate administration emphasizing the paralegal's role.

#### **Learning Outcomes - Upon successful completion of this course, students will:**

- Use terminology relating to wills, trusts, and probate administration
- Analyze sources relating to wills, trusts, and probate administration
- Draft documents commonly used in wills, trusts, and probate administration
- Analyze the ethical considerations of the paralegal in wills, trusts, and probate administration

### **LGLA 1391 Special Topics in Paralegal/Legal Assistant**

This course addresses recently identified current events, skills, knowledge, and/or attitudes and behavior pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

#### **Learning Outcomes - Upon successful completion of this course, students will:**

- Use legal terminology
- Analyze current events, skills, knowledge, and/or attitudes and behavior pertinent to the technology or occupation and relevant to the professional development

### **LGLA 2339 Certified Legal Assistant Review**

This course is a review of the mandatory and optional topics covered in the Certified Paralegal Examination administered by the National Association of Legal Assistants.

#### **Learning Outcomes - Upon successful completion of this course, students will:**

- Use legal terminology
- Assess and review the knowledge acquired in the subject matter areas covered in the Certified Paralegal Examination.

### **LGLA 1359 Immigration Law**

This course presents fundamental concepts of immigration law including substantive and procedural law related to visa applications, deportation, naturalization, and citizenship emphasizing the paralegal's role in immigration law..

#### **Learning Outcomes - Upon successful completion of this course, students will:**

- Understand immigration concepts.
- Apply legal terminology.
- Analyze legal sources.
- Draft legal documents.
- Exhibit ethical practice.
- Conduct effective legal research
- Analyze situations to help clients with immigration matters.

### **LGLA 2337 Mediation**

This course provides fundamental concepts of mediation and alternative dispute resolution emphasizing the paralegal's role assisting in the mediation process.

#### **Learning Outcomes - Upon successful completion of this course, students will:**

- Develop strong communication skills to delineate the interests of parties and prioritize resolution
- Draft legal documents
- Analyze mediation theory and practice
- Exhibit ethical practice

### **LGLA 2303 Torts and Personal Injury Law**

This course provides fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal's role.

**Learning Outcomes - Upon successful completion of this course, students will:**

- Exhibit ethical practice
- Use terminology relating to tort and personal injury law
- Analyze sources relating to tort and personal injury law
- Draft documents used in tort and personal injury law
- Analyze the ethical considerations of the paralegal's role in tort and personal injury law

**LGLA 2315 Oil and Gas Law**

This course presents fundamental concepts of oil and gas law, including relationships between landowners and oil and gas operators, government regulation, and documents used in the industry stressing the paralegal's role in oil and gas law.

**Learning Outcomes - Upon successful completion of this course, students will:**

- Exhibit ethical practice
- Explain the foundational legal principles and terminology
- Describe the statutory and regulatory frameworks
- Conduct legal research
- Analyze oil and gas leases and related legal documents
- Assess the rights, duties, and liabilities of parties
- Draft basic legal instruments and correspondence
- Prepare concise legal analyses and case briefs

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**PARTICIPATION STATEMENT:** Students must actively participate by completing an academic assignment by the official census date. Students who do not do so, may be dropped from the course.

**REQUIRED COURSE MATERIALS:** Will be current. Students should contact their instructor prior to purchasing the text and supplies to confirm required course materials.

**STUDENT CONTRIBUTIONS, RESPONSIBILITIES AND CLASS POLICIES:** Will be posted by the instructor in individual course syllabus. Students should contact their instructor if they have any questions.

**ACADEMIC INTEGRITY:** Refer to Midland College's Scholastic Dishonesty and Academic Misconduct policy: <https://www.midland.edu/about/public-info/scholastic-dishonesty.php>

**HONORS PROGRAM:** Students interested in taking a course for honors credit, should contact their instructor. Refer to the Midland College Honors Program webpage for more details: <https://www.midland.edu/academics/honors.php>

**DROPPING THE COURSE:** Check the MC College Calendar for the last day to withdraw from the course and receive a "W." Please talk to the instructor before withdrawing.

**EVALUATION OF STUDENTS:** Will be posted by the instructor in individual course syllabus. Students should contact their instructor if they have any questions.

**NON-DISCRIMINATION STATEMENT:** Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. For information and inquiries regarding Midland College's non-discrimination policies, go to: <https://www.midland.edu/about/tix/index.php>

For further information on notice of non-discrimination, visit the ED.gov Office of Civil Rights website, or call 1 (800) 421-3481.

**DISABILITY SUPPORT SERVICES:** Any student who, because of a disabling condition, may require some special arrangements to meet course requirements should contact disabilities support services as soon as possible at: <https://www.midland.edu/services-resources/accommodation-services.php>

Conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation. Accessibility Links can be found on the Pages tab in Canvas.

### **DIVISION OFFICE CONTACT INFORMATION**