

Paralegal Studies (PLS)

Community and Technical College

Paralegal Studies Program (<https://www.ctc.uaf.edu/programs/paralegal-studies/>)
907-455-2800

PLS F102 Introduction to Paralegal Studies

3 Credits

Offered Fall and Spring

Sources of law in the American tripartite system of government, with emphasis on state and federal court systems. Substantive law is studied, including business organization, civil procedure, contract, criminal, family, probate, real estate and tort law. Introductory instruction in legal writing and legal research using online legal research databases.

Lecture + Lab + Other: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

PLS F105 Ethics for Paralegals

3 Credits

Offered Spring

Examination of the ethical obligations owed by both lawyers and paralegals to their clients, other lawyers, the court systems where they work and the general public through the study of the ABA Model Rules of Professional Conduct and the canons of ethics promulgated by the two nationwide paralegal associations.

Lecture + Lab + Other: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

PLS F201 Practical Paralegal Skills

3 Credits

Offered Spring

The practical skills required of a paralegal in the job market, including drafting legal documents, pleadings and office correspondence, fact gathering through interviewing and investigating, use of the Internet for legal research, pretrial procedures, focusing primarily on civil rules 30, 33, 34, 35 and 36, and assisting at trial.

Prerequisites: PLS F102.

Lecture + Lab + Other: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

PLS F203 Torts

3 Credits

Offered Spring

Study of the essentials needed to effectively assist an attorney in the filing or defense of claims based on personal injury and property damage. A basic vocabulary of legal terminology associated with tort law is studied together with important statutes and case law. Emphasis on Alaska law.

Prerequisites: PLS F102.

Lecture + Lab + Other: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

PLS F210 Civil Procedure

3 Credits

Offered Fall

Basic vocabulary and concepts essential to effectively assist an attorney with the procedural aspects of civil litigation. Covers the rules of pleading and process, discovery and motion practice. Applies practical skills from initial investigation through trial and post-trial proceedings.

Prerequisites: PLS F102.

Lecture + Lab + Other: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

PLS F213 Criminal Law for Paralegals

3 Credits

Offered Spring Odd-numbered Years

Study of both the substantive criminal law and the rudiments of criminal procedure, focusing on both Alaska law and procedure and important constitutional considerations associated with due process, search and seizure and Fifth Amendment rights. Learn and work with a basic vocabulary unique to criminal law and procedure.

Prerequisites: PLS F102.

Special Notes: Does not substitute for JUST F352.

Lecture + Lab + Other: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

PLS F215 Contracts/Real Property

3 Credits

Offered Spring Even-numbered Years

Basic vocabulary and concepts essential to effectively assist an attorney with the preparation of contracts and real property transactions.

Prerequisites: PLS F102.

Lecture + Lab + Other: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

PLS F240 Family Law

3 Credits

Offered Fall

Basic vocabulary and concepts essential to understanding family law and assisting a practicing attorney in matters involving marriage issues, premarital contracts, annulment, divorce, dissolution, property division, child custody, support and visitation.

Prerequisites: PLS F102.

Lecture + Lab + Other: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

PLS F241 Business Law

3 Credits

Offered Fall

This course examines the legal dimensions of business challenges, encompassing the fundamental principles, institutions and the application of law in areas such as contracts, agency relationships, employment, personal sales and property ownership.

Recommended: BA F151X.

Cross-listed with ABUS F241.

Lecture + Lab + Other: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

PLS F242 Employment and Administrative Law

3 Credits

Offered Fall

Legal principles which define the relationship between employers and employees. Includes obligations imposed by Federal and Alaska state statutes and administrative regulations. Includes how administrative agencies are created and how they provide administrative law through promulgation of rules and regulations and through quasi-judicial decisions.

Prerequisites: PLS F102.

Lecture + Lab + Other: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

PLS F250 Probate Law

3 Credits

Offered Spring

Basics of probate law and the uniform probate code. Includes the preparation and interpretation of wills, administration of decedent's estates, intestate succession laws, guardianships and other related probate matters. Focus on Alaska statutes and probate rules.

Prerequisites: PLS F102.**Lecture + Lab + Other:** 3 + 0 + 0**Grading System:** Letter Grades with option of Plus/Minus**PLS F260 Legal Technology**

3 Credits

Offered Fall

Examination of technology used in the law office. Includes computer hardware and software. This course focuses on producing word-processed documents and spreadsheets, creating databases, and using computer-assisted legal research, the Internet, electronic mail, litigation support, case management, electronic discovery and bookkeeping/billing software in the legal field.

Prerequisites: PLS F102.**Lecture + Lab + Other:** 3 + 0 + 0**Grading System:** Letter Grades with option of Plus/Minus**PLS F270 Constitutional Law for Paralegals**

3 Credits

Offered Fall

Exploration of constitutional law as it applies to the day-to-day work of a paralegal. Examination of the separation of powers among the branches of the federal government; federalism and states' rights; economic and property rights; and individual freedoms and protections under the Constitution, with an emphasis on due process.

Prerequisites: PLS F102.**Lecture + Lab + Other:** 3 + 0 + 0**Grading System:** Letter Grades with option of Plus/Minus**PLS F280 Legal Research and Writing for Paralegals**

3 Credits

Offered Fall

Legal research skills using law library methods, computer-assisted legal research and the Internet. Read and understand authorities from three branches of government: executive, legislative and judicial. Emphasis on precedent from Alaska and federal court systems. Includes writing skills from drafting of law office correspondence to preparation of court pleadings and briefs.

Prerequisites: PLS F102.**Lecture + Lab + Other:** 3 + 0 + 0**Grading System:** Letter Grades with option of Plus/Minus**PLS F285 Advanced Legal Writing**

3 Credits

Offered Spring

Expand on writing skills previously learned by drafting documents regularly assigned to practicing paralegals, such as pleadings to be filed in court, motion practice, office correspondence, and interoffice legal memorandums. Focus on issue identification, legal analysis and critical thinking skills.

Prerequisites: PLS F102; PLS F280.**Lecture + Lab + Other:** 3 + 0 + 0**Grading System:** Letter Grades with option of Plus/Minus**PLS F299 Paralegal Studies Internship**

3 Credits

An internship involving a minimum of 150 hours of work under the supervision of an attorney, and, when available, a practicing paralegal for that attorney in a local law office or law-related situation. Must seek approval of faculty advisor for admittance. All subsequent classes or meetings with UAF faculty advisor are arranged by individual student(s) and advisor.

Prerequisites: Must have completed at least 75% of paralegal studies degree requirements with a minimum 2.8 cumulative GPA or approval of UAF faculty advisor.

Special Notes: Students meet as a class only once.**Lecture + Lab + Other:** 0 + 0 + 10**Grading System:** Letter Grades with option of Plus/Minus