



Davis Applied Technology College

A UCAT Campus
550 E 300 S, Kaysville 84037
Phone: 593-2500



Course Descriptions - Paralegal Catalog Year: 2012

BTEC 1005 Keyboarding I - 30 Hours

This course provides an introduction to the computer keyboard and is designed to help the student develop proper keyboarding techniques, with an emphasis on increasing keyboarding speed and accuracy to a minimum job-market level of 40 wpm. Students will be given intensive skill building practice using drills and timed writings.

BTEC 1110 Computer Literacy - 90 Hours

This course provides students with a fundamental understanding of computing including knowledge and use of computer hardware, software, and operating systems. The course will cover basic use and common features of applications (word processing, spreadsheet, and database) including internet use and e-mail. This course includes information regarding setting up an ergonomic environment, maintaining healthy work habits and health risks involving eye strain and repetitive stress injuries.

BTEC 1110_ Computer Literacy (Program Based) - 90 Hours

This course provides students with a fundamental understanding of computing including knowledge and use of computer hardware, software, and operating systems. The course will cover basic use and common features of applications (word processing, spreadsheet, and database) including internet use and e-mail. This course includes information regarding setting up an ergonomic environment, maintaining healthy work habits and health risks involving eye strain and repetitive stress injuries.

BTEC 1510 Business English - 90 Hours

This course will focus on business English essentials, including writing, sentence structure, grammar, punctuation, and proofreading.

FUND 0050 Keyboarding Skills - 90 Hours

This course covers an introduction to the QWERTY keyboard, correct finger placement, and keyboarding techniques. Students will learn to touch type as they complete drills and timed writings. Through practicepractice, students will increase their typing speed and accuracy on a computer keyboard.

FUND 0065 Computer Skills - 30 Hours

Students will learn beginner computer skills in a Windows XP environment. Topics include starting a computer, using a mouse, launching programs, creating, saving and printing documents, surfing the World Wide Web and sending email.

FUND 0070 Spelling Skills - 30 Hours

Students will improve their spelling skills by learning and using phonics and common spelling rules.

FUND 0075 Language Skills - 90 Hours

In this course students will practice and improve their language and writing skills and will gain an understanding of the English language and its correct use in written communication. Topics include sentence structure, parts of speech, grammar and punctuation rules in addition to extending these rules to sentences and paragraphs.

FUND 0080 Reading Skills - 90 Hours

This course will provide students with a foundation in reading skills, build vocabulary, and will provide practice recalling and interpreting information.

FUND 0085 Math Skills - 60 Hours

In this course students will learn to perform all four basic math operations accurately with whole numbers, fractions and decimals. Students will also be introduced to percentage and converting between fractions, decimals and percents.

FUND 0090 Study Skills - 30 Hours

Students will learn to use effective study habits and strategies for remembering information found in their textbooks and heard in class lectures. Students will also learn to use a strategy for reading and taking notes from textbooks, in class, and learn effective strategies for taking the five types of tests most frequently given by teachers.

FUND 0091 Davis School District Technical Tutoring - 250 Hours

Technical tutoring provides designated high school students with individual tracking to improve student success in Davis Applied Technology College courses. Students are provided assistance in study skills, test preparation as well as review of student progress and attendance.

MATH 1000 Math I - 60 Hours

This course offers an introduction to basic mathematics using mathematical concepts that can be applied to everyday life. Topics include fractions, decimals, ratios, proportions, conversions, averages and percentages. Prerequisites: TABE Computation score of 570 or higher or FUND 0085 Computational Math Skills.

MATH 1000_ Math I (Program Based) - 60 Hours

This course offers an introduction to basic mathematics using mathematical concepts that can be applied to everyday life. Topics include fractions, decimals, ratios, proportions, conversions, averages and percentages. Prerequisites: TABE Computation score of 570 or higher or FUND 0085 Computational Math Skills

PRLG 1000 Introduction to Law - 90 Hours

Introduction to Law provides students with the foundation for their paralegal studies. Students will be introduced to the American legal system, Utah's court system, legal reasoning, civil procedure, contracts, torts, property, constitutional law, and criminal law and procedure. Students will learn to read court opinions, and to brief cases. Introduction to Law will ease students' transition to learning and studying substantive legal topics by providing a framework in which to view the legal system, and the vocabulary that will open it up for study.

PRLG 1100 Legal Research and Writing I - 90 Hours

Students will learn to research case law and statutory law using Internet databases, both subscription and free resources. Students will learn legal writing skills, including writing legal correspondence and internal office memos. In addition, students will learn to conduct legal analysis, reasoning, sources of authority, jurisdictions, levels of courts and demonstrate case and statutory law citation as well as briefing a case.

PRLG 1200 Civil Procedure I: Forms and Pleadings in Civil Litigation - 60 Hours

Students will study the various stages of civil litigation and examine the role of paralegals in the litigation process. Students will learn the pleadings commonly used in civil litigation, requirements for properly drafting civil pleadings, the role of the paralegal in civil litigation, court functions, causes of action, time limitations to filing lawsuits, rules that control the admissibility of different forms of evidence, the process of drafting, filing and responding to a complaint, procedures to making or opposing a motions. Students will also learn about discovery, the purpose and types of interrogatories and the methods for obtaining documents and approaches to document requests.

PRLG 1300 Law Office Management - 45 Hours

Students will study techniques for managing a law practice, including monitoring deadlines, time management, calendaring procedures, tickler systems, filing procedures, timekeeping, billing practices and using systems and checklists. Students will study ethical practices regarding timekeeping and billing. Students will learn law firm structure, different roles of law firm employees, and outside services used by law firms.

PRLG 1500 Professionalism and Ethics I - 45 Hours

Students will study ethical standards of conduct for paralegals and attorneys and will gain an understanding of the disciplinary process, sanctions, what constitutes the unauthorized practice of law and the duty of confidentiality.

PRLG 1900 Utah District Court Observation - 30 Hours

This course provides students with a first-hand experience inside an actual courtroom.

PRLG 2100 Legal Research and Writing II - 90 Hours

In addition to practicing basic researching and writing skills, students will learn specialized areas of legal research, including secondary sources. They will also learn to use research in writing briefs and memoranda to be submitted to the courts at trial and on appeal. Students will learn the types of correspondence commonly used in law offices and describe the circumstances under which each would be used.

PRLG 2200 Civil Procedure II: the Paralegal's Role in Civil Litigation - 90 Hours

Students will continue their study of the civil litigation process by preparing various legal documents using the facts and information of a simulated civil case.

PRLG 2300 Interviewing, Investigating and Evidence - 90 Hours

Upon successful completion of this course, students will demonstrate a basic knowledge of the purpose and role of factual investigation and interviewing as it relates to formal discovery and informal investigation in the law office. This will include knowledge of the American adversarial system, formal discovery in civil and criminal procedure, the basic rules of evidence, and relevant ethical and professional concerns including the unauthorized practice of law, client confidences, conflicts of interest, and improper communications. Students will demonstrate a basic ability to utilize such knowledge as well as communication skills and factual analysis skills to competently plan and carry out an effective investigation in a realistic case context, including locating public and private records, identifying fact witnesses, locating qualified expert witnesses, and the scheduling and conducting of a client interview, a witness interview and the preparation of a witness statement.

PRLG 2400 Family Law: the Paralegal's Role in a Divorce Practice - 90 Hours

Students will examine the paralegal's role in investigating, preparing and resolving domestic cases, from simple default divorces to contested custody cases. This will include legal process and documents filed in cases of family law.

PRLG 2500 Professionalism and Ethics II - 45 Hours

Students will continue their study of ethical standards of conduct for paralegals and attorneys and will learn about common conflicts of interest, the paralegal and conflicts of interest rules, rules on advertising and solicitation, rules on legal fees and the duty to provide competent and diligent services.

PRLG 2600 Criminal Law and Procedure - 180 Hours

Students will examine the paralegal's role in investigating, preparing and resolving criminal prosecutions and will learn the categories of crimes, the levels of criminal offense, and the sentencing matrix. Students will understand the elements of crimes and the defenses commonly invoked in criminal cases and will prepare various documents used in a criminal defense. Legal Research and Writing II

PRLG 2715 Bankruptcy Law - 30 Hours

Students will study the methods for discharging debts using the bankruptcy processes with emphasis on consumer bankruptcy. Students will learn the policy, structure, purpose and history of bankruptcy law, Chapters 7 and 13, and forms, schedules and sources of proceedings.

PRLG 2725 Elder Law - 30 Hours

Students will study legal issues more commonly encountered by the elderly, including advance directives, wills, guardianship and conservatorship issues, Medicaid and Medicare planning, long-term care planning, financial planning and trusts, housing options, physical and financial elder abuse, age discrimination, grandparents rights, love and marriage. In addition, mental and physical health concerns of an aging population are considered.

PRLG 2745 Intellectual Property - 30 Hours

The purpose of this course is to acquaint students with the fundamentals of intellectual property law. Students will be introduced to the four primary fields within intellectual property: trademarks, copyrights, patents, and trade secrets. At the conclusion of the course, students will fully understand how intellectual property rights are acquired, registered (if necessary), protected, transferred, and infringed.

PRLG 2775 Real Estate Law - 30 Hours

Students will study the law and documents used in common legal transactions concerning real property, including landlord-tenant law (residential and commercial), sale of property, foreclosure, etc.

PRLG 2785 Wills, Trusts, and Probate - 30 Hours

Students will gain a basic understanding of the legal principles involved in estate work. They will also learn how to assist in the preparation and completion of all documents incident to an estate practice.

PRLG 2960 Paralegal Externship - 120 Hours

This course allows the Paralegal student additional opportunity to demonstrate and improve their skills. All externships are non-paid experiences in a working office under the supervision of a qualified professional.

WKSK 1400_ Workplace Relations (Program Based) - 60 Hours

This course will help students develop essential human-relation skills needed to maintain gainful and satisfying employment. This course includes familiarization with problematic areas found in the workforce including, solving problems; understanding relationships and diversity; increasing personal ethics; and developing strong personal, interpersonal, and human relation skills.

WKSK 1400B Workplace Relations - Blended - 60 Hours

This course will help students develop essential human-relation skills needed to maintain gainful and satisfying employment. Course content includes familiarization with problematic areas found in the workforce including, solving problems; understanding relationships and diversity; increasing personal ethics; and developing strong personal, interpersonal, and human relation skills.

WKSK 1500_ Job Seeking Skills (Program Based) - 30 Hours

This course helps prepare students to successfully apply for a job. This course will present essential job-seeking skills needed to find gainful employment including: developing resumes, applications, networking and interview skills.

WKSK 1500B Job Seeking Skills - Blended - 30 Hours

This course helps prepare students to successfully apply for a job. This course will present essential job-seeking skills needed to find gainful employment including: developing resumes, applications, networking and interview skills.