

PLEASE NOTE: Some courses have prerequisites that will need to be taken prior to enrolling in that course. Prerequisites are listed at the end of course descriptions on this page or at the back of the catalog.

COURSE DESCRIPTIONS

These courses provide an opportunity for students to develop the knowledge, skills, and understanding required for employment in this field.

10-101-102 ACCOUNTING-INTRODUCTION

...what accounting information is, why it is important, and how it is used by economic decision-makers.

10-106-141 INFORMATION PROCESSING-LEGAL

...various computerized methods used to open new client files; and organizing and maintaining documentation necessary for computerized litigation, document creation, and law office administration.

10-110-101 PARALEGAL INTRO/LEGAL ETHICS

...introduction to the legal profession: ethics, court system, legal research, and roles of the paralegal.

10-110-102 CIVIL LITIGATION 1

...civil procedure in state and federal courts, the litigation process with emphasis on the paralegal function in investigating and gathering information, and preparing pleadings and motions. (Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-103 CIVIL LITIGATION 2

...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics; 10-110-102, Civil Litigation 1)

10-110-104 LEGAL RESEARCH ...research terminology; sources of law; primary/secondary authority; mandatory/persuasive authority; citation form; factual/legal issues; effective research strategies; validating and updating results; computer-assisted legal research; Internet research. (Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-105 LEGAL WRITING ...Process writing; writing fundamentals; proofreading; in-house documents; legal correspondence; analytical writing; synthesizing cases/authorities; briefing cases; legal memoranda; persuasive writing; drafting pleadings, motions, legal briefs; drafting discovery documents (Prerequisites: 10-110-101, Paralegal-Intro; 10-110-104, Legal Research)

10-110-106 LAW-FAMILY ...this course is designed to familiarize the student with basic legal concepts involved in the area of family relations. The primary emphasis will be in the field of divorce. (Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-107 LEGAL ASPECTS/BUSINESS

ORGANIZATIONS ...formation, operation, and dissolution of types of business organizations, and substantive and procedural law involving business organizations. (Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-110 REAL ESTATE LAW

...law of real property, forms of ownership, land description methods, public and private encumbrances, real estate contracts, deeds, financing sources, title evidence, and the closing process. (Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-114 ADMINISTRATION OF ESTATES

...property classification; property ownership; succession; wills: modification, revocation, drafting, execution; client contact; probate courts; trust classification; estate planning; ethics; personal representatives; formal probate; summary proceedings; informal probate. (Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-115 ADMINISTRATIVE LAW

...the paralegal's role in preparation and representation of cases before administrative agencies, structure and authority of administrative agencies, procedures, and substantive state and federal administrative law. (Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-122 CREDITOR/DEBTOR RELATIONS

...legal rights of creditors and debtors, collection of outstanding debts, execution of judgments, small claims court, bankruptcy procedures, and filing bankruptcy petitions and schedules. (Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-142 PARALEGAL INTERNSHIP

...practical, hands-on experience in an approved office. Through the internship, the paralegal student has the opportunity to apply the theories, skills, and techniques that have been studied in the program. (Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-143 PARALEGAL FIELD STUDY

...in-depth study of an aspect of the legal field approved by the course instructor; an alternative to internship. (Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-160 LAW-EMPLOYMENT ...analyze federal and state laws governing employment relationships, job discrimination, sexual harassment, work place privacy, labor standards, and human resource management. (Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-168 PARALEGAL CRIMINAL

PROCEDURES ...substantive and procedural criminal law, the role of paralegals in both the prosecution and defense of criminal actions, emphasis on investigations and preparation of legal documents. (Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics)

Descriptions of courses not found on this page can be found in the back of the catalog.