PARALEGAL (PARA)

PARA 1110. Introduction to the Paralegal Profession. (3 Credits)
This course introduces the paralegal profession and the structure, function, and procedures of the legal system. Courtroom procedures, preparation of documents, case analysis, legal reasoning, career opportunities, certification, and professional affiliations will be explored with an emphasis on the issues of ethics and confidentiality. A grade of "C" or better is required in all Paralegal Courses. Prerequisite: None. Offered: Fall.

PARA 1120. The Understanding of Law. (3 Credits)
This course provides an introduction to the substantive areas of law, including contracts, property, torts, estates and probate, and criminal law, with an emphasis on developing practical paralegal skills. Students will analyze complex factual scenarios and will develop basic legal research and writing skills. A grade of "C" or better is required in all Paralegal courses. Prerequisite: PARA 1110. Offered: Fall semester.

PARA 1130. Legal Research and Writing. (3 Credits)
This course provides an introduction to legal research techniques using primary and secondary authorities and writing various legal documents. Students will develop legal research skills through the use of traditional resources and computerized legal research software. Preparing and writing legal documents relating to legal research will be emphasized. A grade of "C" or better is required in all Paralegal courses. Prerequisite: PARA 1110. Offered: Spring.

PARA 1140. Litigation and Trial Practice. (3 Credits)
This course presents fundamental concepts and procedures of civil litigation including the rules of civil procedure, rules of evidence, and common law principles with an emphasis on the role of the paralegal. Students will explore all phases of litigation, including discovery, trial preparation, alternative dispute resolution, and post-trial issues while focusing on their role and ethical obligations as members of a litigation team. A grade of "C" or better is required in all Paralegal courses. Prerequisite: PARA 1110. Offered: On demand.

PARA 1150. Real Estate Law. (3 Credits)
This course provides an overview of the substantive law of real property and offers an examination of the procedural and practical aspects of property law with an emphasis on the role of the paralegal and the preparation of forms common to real estate transactions. A comprehensive overview of recording statutes, title abstraction, title insurance, surveys, mortgages, leases, deeds of trust, and closings is provided. A grade of "C" or better is required in all Paralegal courses. Prerequisite: PARA 1110. Offered: On demand.

PARA 1160. Wills, Trusts, and Estates. (3 Credits)
PARA 1160 Wills, Trusts, and Estates (3-0-3) This course presents fundamental concepts of the law of wills, trusts, and estate administration with an emphasis on the role of the paralegal. Students will examine the procedures, techniques, and the substantive law and will be exposed to legal documents commonly used in the administration of wills, trusts, and estates. A grade of "C" or better is required in all Paralegal courses. Prerequisite: PARA 1110. Offered: On demand.

PARA 2110. Family Law. (3 Credits)
This course introduces principles, trends, and laws governing domestic relations, including the topics of marriage, annulment, divorce, alimony, child custody, property division, adoption, and other related topics, with an emphasis on the paralegal’s role. Students will develop legal skills through mock exercises and case documentation and will examine court proceedings and ethical issues relevant to family law. A grade of "C" or better is required in all Paralegal courses. Prerequisite: PARA 1110. Offered: On demand.

PARA 2120. Contract Law. (3 Credits)
This course provides an introduction to the fundamental concepts of contract law with an emphasis on the paralegal’s role. Topics will include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code, breaches of contracts, and available remedies. There will be an examination of specific contracts and draft documents that are the subject of frequent litigation. Students will develop legal skills through case documentation and will examine court proceedings and ethical issues relevant to contract law. A grade of "C" or better is required in all Paralegal courses. Prerequisite: PARA 1110. Offered: On demand.

PARA 2124. Tort Law. (3 Credits)
This course provides students with a comprehensive overview of substantive tort law. Also included in this course is an introduction to the practical skills necessary for paralegals practicing in the tort law area. Some of the topics covered in the course are general tort law, negligence, defenses to negligence actions, intentional torts, injuries to property, liability, strict and absolute liability, product liability, and medical and legal malpractice. A grade of "C" or better is required in all Paralegal courses. Prerequisite: PARA 1110. Offered: On demand.

PARA 2130. Bankruptcy Law. (3 Credits)
PARA 2130 Bankruptcy Law (3-0-3) This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors with an emphasis on the paralegal’s role. Topics will include relevant common and statutory law, bankruptcies, and reorganization from the perspective of both creditors and debtors. Students will develop legal skills through case documentation and will examine court procedures and ethical issues relevant to bankruptcy law. A grade of "C" or better is required in all Paralegal courses. Prerequisite: PARA 1110. Offered: On demand.

PARA 2140. Employment Law. (3 Credits)
This course provides an overview of employment and labor law with an emphasis on the paralegal’s role. Topics will include contract negotiation, contracts of employment, governmental regulations, discrimination issues, and worker’s compensation. Students will develop legal skills through case documentation and will examine court proceedings and ethical issues relevant to employment and labor law. A grade of "C" or better is required in all Paralegal Courses. Prerequisite: PARA 1110. Offered: On demand.

PARA 2150. Paralegal Certification Review. (1 Credit)
This one-hour course provides a comprehensive review of relevant material for the paralegal student who will pursue national certification by examination. Students will be provided with tips for studying and will utilize sample tests and other tools to prepare for the national certification examination. A grade of "C" or better is required in all Paralegal courses. Prerequisite: PARA 1110. Offered: On demand.
PARA 2160. Special Topics in Paralegal Studies. (3 Credits)
PARA 2160 Special Topics in Paralegal Studies (3-0-3) This course provides students with an opportunity to study selected advanced topics or current issues in the law relevant to paralegal students. Students may repeat this course as long as different topics are offered and as long as they do not exceed the maximum number of hours permitted. A maximum of six credit hours in special topics may be applied toward program graduation requirements in the Associate of Applied Science Degree. A maximum of three credit hours in special topics may be applied toward the certificate. A grade of "C" or better is required in all Paralegal courses. Prerequisite: PARA 1110. Offered: Summer semester, or as needed.

PARA 2164. Criminal Law and Procedure. (3 Credits)
This course provides an overview of criminal law and the criminal trial process with an emphasis on the paralegal's role. Students will explore the history and structure of the American legal system, relevant common and statutory law, constitutional protections, the identification and basic elements of crimes, and the criminal trial process. Students will become well-informed about the resources available to paralegals and where to access those resources to serve clients effectively. A grade of "C" or better is required in all Paralegal courses. Prerequisite: PARA 1110. Offered: On demand.