

# LEGAL STUDIES/PARALEGAL (110)

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## **110-101 - Introduction to Paralegalism**

Provides students with an introduction to the legal profession, court system, legal ethics, legal terminology, research, law office management concepts and procedures, and the role of paralegals.

3 Credit hours

54 Lecture hours

## **110-102 - Civil Litigation**

Provides an overview of the Civil Litigation process in the American Legal system. Students will examine the various types of civil lawsuits, how to initiate a lawsuit, and how to follow the procedures through the pretrial, trial, and post trial stages. (Prerequisite: Completion of or concurrent enrollment in 110-101 Introduction to Paralegalism)

3 Credit hours

54 Lecture hours

## **110-104 - Legal Research**

Prepares students to conduct legal research using a variety of legal material resources. Introduces both manual print and electronic library environments. (Prerequisite: 110-101 Introduction to Paralegalism)

3 Credit hours

54 Lecture hours

## **110-105 - Legal Writing**

Prepares students to create correspondence between attorneys and clients, lawyers, and court representatives. Reviews the fundamental components of writing and preparing internal and external office communications following proper legal procedures and formats. (Prerequisite: 110-101 Introduction to Paralegalism)

3 Credit hours

54 Lecture hours

## **110-106 - Family Law**

Introduces the basic legal concepts involved in family law including domestic issues such as marriage and divorce, property rights, custody and child welfare. Students will also investigate specialized family law procedures and prepare legal documents. (Prerequisite: 110-101 Introduction to Paralegalism)

3 Credit hours

54 Lecture hours

## **110-107 - Legal Aspects of Business Organizations**

Introduces basic legal concepts including how to form, operate and dissolve various types of business organizations. Students will examine specialized business organization procedures and apply case study material to prepare legal documents. (Prerequisite: 110-101 Introduction to Paralegalism)

3 Credit hours

54 Lecture hours

## **110-114 - Administration of Estates**

Introduces the basic legal concepts involved in the Administration of Estates including wills, trusts, estate and probate. Students will also examine specialized estate procedures and apply case study material to prepare legal documents. (Prerequisite: 110-101 Introduction to Paralegalism)

3 Credit hours

54 Lecture hours

## **110-130 - Real Estate Law**

Introduces the basic legal concepts involved in the Real Estate law as it refers to real property, forms of ownership, land description, legal instruments and title. Students will examine specialized real estate law procedures and apply case study material to prepare legal documents. (Prerequisite: 110-101 Introduction to Paralegalism)

3 Credit hours

54 Lecture hours

## **110-136 - Legal Ethics**

Examines the roles and responsibilities of a paralegal unique to a legal office related to maintaining confidentiality and the application of law. Students will conduct in-depth analysis of real-life scenarios to identify unauthorized practice of law, breach of confidentiality, unethical advertising and conflicts of interest. (Prerequisite: 110-101 Introduction to Paralegalism)

3 Credit hours

54 Lecture hours

## **110-168 - Criminal Law**

Provides an overview of the Criminal Law process in the American Legal system. Students will examine various types of criminal law and how cases are initiated. Follows procedures through the pretrial, trial, and post trial stages, with an emphasis on investigation and preparation of legal documents. (Prerequisite: Completion of or concurrent enrollment in 110-101 Introduction to Paralegalism)

3 Credit hours

54 Lecture hours

## **110-169 - Legal Office Applications**

Emphasizes the application of skills required in the law office. Develops skill in legal billing, specialized legal software, banking and filing procedures, tax matters, processing insurance and investments. Students prepare a legal portfolio. (Prerequisite: 110-101 Introduction to Paralegalism)

3 Credit hours

36 Lecture hours

36 Lab hours