



DEGREE PROGRAM LISTING

Associate of Applied Business in Paralegal Studies

Length of Program: 2 years

Program Description

This program is designed to prepare students to support attorneys in transactional and litigations fields by introducing them to the unique language of law and key concepts of the profession. Students will identify the role of the paralegal in the legal environment and will be introduced to legal research practices, document drafting, case management, evidence gathering and the litigation procedure.

Students will gain skills and knowledge they can apply promptly in the workplace such as critical thinking and decision-making skills, human relations concepts and the communication skills of a well-qualified legal assistant. Students will be introduced to their responsibility to act in an ethical manner, honoring privacy and adhering to the best practices of the profession. Emphasis is placed on marketable skills required in the law office and valued in the legal environment. In addition, this program provides a foundation for further studies.

Program Outcomes

- Describe the American legal system
- Define the role of the paralegal in the legal community and the skills required of a well-qualified paralegal
- Describe the core areas of law and appreciate the scope of the field, specifically: torts, wills & trusts, civil procedure, litigation, family law, business organization & contracts, real estate and criminal law
- Identify the skills often asked of a paralegal: case management, legal research, discovery, docketing, drafting & analyzing documents and alternative dispute resolution
- Communicate effectively via multiple channels of exchange including oral and written
- Utilize decision support tools in the way of math formulas, computer software and information systems to analyze or solve problems
- Identify the ethical responsibility of paralegals in the legal community and recognize best practices in the field.
- Demonstrate an ability to find and use reference tools/resources to inform legal documents

This roadmap is a recommended semester-by-semester plan of study for this major. A course with an “*” denotes its status as a general education course.

Course Code	Course subject and Title	Prerequisite	Credit Hours
Semester One			
LUO100	Lakewood College Orientation		0
BUS100	Introduction to Business		3
PGL100	Introduction to Paralegal Studies		3
BSLW100	Business Law		3
LWVG200	Law Office Management		3
Semester Two			
GOVT100	American Government		3
ENG101	Introduction to English*		3
ALG200	College Mathematics*		3
LGR200	Legal Research		3
Semester Three			
PSY100	Introduction to Psychology*		3
COMM100	Interpersonal Communication*		3
PHL101	Introduction to Computers		3
SOCL100	Introduction to Sociology *		3
Semester Four			
CRLW100	Criminal Law & Procedure		3
RELW100	Real Estate Law		3
ADR200	Alternative Dispute Resolution		3
LGAW200	Legal Analysis & Writing I		3
Semester Five			
WTE200	Wills, Trust, & Estates		3
TRT100	Torts		3
CONT200	Contracts		3
BUSE200	Business Ethics		3
DOMR200	Domestic Relations		3

ASSOCIATE DEGREE COURSE DESCRIPTIONS

Alternative Dispute Resolution

3 Credit Hours

This course provides a survey of alternative dispute resolution (ADR), which includes an overview of the history of ADR, types of ADR, communication techniques, how to work with outside experts, the mediation process, and developing communication and skills. The objective of the course is to lay the foundation for how ADR works and how a paralegal might be involved in ADR issues.

American Government

3 Credit Hours

The course provides a survey of the organization of American government, which includes an overview of the historical significance and provisions of the Constitution; the Bill of Rights; Congress; the Supreme Court; the Presidency; political parties and interest groups. The objective of the course is to lay the proper foundation for informed citizenship and more specialized study in political science.

Business Ethics

3 Credit Hours

This course focuses on the importance of sound business ethics in today's workplace and the overarching concept of social responsibility. The course provides students with a conceptual framework with which to analyze ethical decision making from the standpoint of the organizations as well as the perspective of the employee.

Business Law

3 Credit Hours

The "bread and butter" of many law firms comes from organizing small business entities and advising them of their duties and rights. When is partnership better than a corporation? What procedure is followed in setting up a corporation? What must be included in the articles of incorporation? How are corporate minutes drafted? These questions are important to most business in your community and your knowledge in this specialty will help you assist a lawyer in answering them for his clients.

College Mathematics

3 Credit Hours

The goal of this course is to expose students to the relevance of mathematics in the context of everyday ideas across various disciplines while broadening their view of mathematics. Analytical tools and problem skills learned in this course will be beneficial in the real world. Topics include, logic, set and graph theory, probability and statistics, finance, voting theory, geometry, and algebra.

Contracts

3 Credit Hours

Develop your leadership potential. Discover the qualities, talents, and vision that leaders need to survive and grow in a changing world. You'll examine how today's theories of leadership and motivation have evolved, and how leadership concepts and motivational techniques are applied in a wide variety of business environments. Case studies reveal how executives and other decision makers lead, motivate and succeed.

Criminal Law & Procedure

3 Credit Hours

A great need for specialists in criminal law and procedures has been created by the rapidly expanding criminal justice system. Police departments, attorney generals, district attorneys and lawyers hire criminal law legal assistants. This course

is designed to give an understanding of both the law and procedural aspects of criminal justice and to prepare students for an exciting career in criminal justice.

English 101

3 Credit Hours

This course explores the usage problems associated with both speech and written grammar. It details out for students how to organize thoughts into a coherent and logical order to form meaningful language.

Domestic Relations

3 Credit Hours

This course is designed for the student who is interested in working in the area of family law. The student will learn the legal principles and processes involved in the law of marriage, divorce, separation, support, custody and visitation, annulment, and adoption. Common agreements, pleadings, and other documents applicable to these topics are set forth. Also covered are the tax consequences of separation and divorce.

Introduction to Paralegal Studies

3 Credit Hours

This course is the core of the paralegal Associate program. Students will learn the past, present, and future of the paralegal profession, including the paralegal defined, educational options, techniques for marketing skills and career opportunities. Instructions on ethics and professional responsibility, the organizational structure of the legal workplace and office culture and politics will prepare students for the challenges of today's paralegal. Students receive a formal introduction to the law by examining sources of American law, the court system, alternative dispute resolution, substantive law in its various forms, as well as administrative law and government regulation. Legal procedures and advanced skills involving civil litigation and trial procedures, criminal law, conducting interviews and investigations, using primary and secondary sources to legal research, the emerging technology of computed assisted legal research, in addition to legal analysis and writing provide valuable insight and a solid foundation for the future legal assistant.

Interpersonal Communications

3 Credit Hours

This course teaches the basics of communication principles and concepts. Topics include: Intercultural issues, conflict management, and communicating in groups and in public.

Introduction to Business

3 Credit Hours

Present the fundamentals of business organization and procedures to acquaint you with management principles, business terminology, types of business organizations and their control.

Introduction to Computers

3 Credit Hours

Lakewood University's Introduction to Computers course outlines the computer skills necessary for a variety of business applications and frameworks. Introduction to Computers will guide the students through comprehensive computer usage including technical and practical information that are presented in an easy-to-understand format for today's computer users.

Introduction to Psychology

3 Credit Hours

This course presents the theories and principles of modern psychology. Students will cover various aspects of psychology and understand the practical application of psychological tenets to functional behavior.

Introduction to Sociology

3 Credit Hours

Introduction to Sociology presents an overview of the field and sociological concepts. You will learn about the different topics including culture, gender/sexuality, government/politics, families, social interaction and social structure.

Law Office Management

3 Credit Hours

This course will cover the theories, procedures and systems of law office management, as well as an overview of the legal team and judicial system. Includes law practice technology as applied to paralegals.

Legal Analysis and Writing I

3 Credit Hours

A requisite for the capable legal assistant is the ability to prepare professional legal documents. This comprehensive course provides the student with in-depth knowledge of the fundamentals of legal analysis and writing. Students will first examine an overview of the legal system, including analytic principles and the legal process. They will learn the specifics of legal analysis, including statutory analysis, case law and briefing, identifying and stating the issue, case application and counter analysis. Emphasis on application of these key principles in legal writing will allow students to prepare interoffice memorandums, court briefs and general legal correspondence.

Legal Analysis & Writing II

3 Credit Hours

This is an advanced course that will enable students to write in a formal, legal manner. In addition, students will be trained to draft legal memoranda and briefs and investigate different types of legal memoranda and documents. The entire course lectures focus on forming of legal writing and training students to learn the art of preparing documents in different types of situation. The advance course also focuses on improving the ability to do legal research.

Legal Research

3 Credit Hours

This course is designed to reach the fundamentals of Legal Research. The student will learn research tools and techniques necessary to find the actual law, but also how to use the various secondary materials, which assist in the research process. Some of the topics covered are: Case Reporters, Digests, Codes, Annotated Codes, Annotated Reporters, Citators, Loose-leaf Services, Legal Encyclopedias, Treatises, and Computerized Research Services.

Real Estate Law

3 Credit Hours

Real Estate law is one of the most exciting and lucrative aspects of the legal profession. There is a great demand for real estate specialists not only in law firms, but also in banks, title companies, real estate brokerages, and many other aspects of business. This area of law has unlimited opportunities for paralegals who are interested in becoming involved in the dynamic and important aspect of life. Nearly everyone owns real estate, yet very few people really understand the nature of real estate transactions.

Torts

3 Credit Hours

This fascinating specialty will expose the student to the duties and responsibilities owed by the individuals to their fellow citizens. Torts deal with civil wrongs, and your studies will illustrate and explain the many different types of tort recoveries that are allowed by law. You will learn the elements required to prove each tort, and defenses which may be posed, and a step-by-step strategy for the preparation and settlement for each type of action. Whether your tort theory be based upon negligence, products liability, libel, slander, or malpractice, you will be guided through the entire process of personal injury litigation.

Wills, Trusts, & Estates

3 Credit Hours

This area of specialty is ideal for legal assistants working with attorneys whose practice consists of some or all probate. This unit of study introduces the legal assistant to the essential requirements of wills, trusts, types of estates and estate taxes. It takes the student on a step-by-step process through all procedures involved in both formal and informal probate. Special emphasis is placed on the roles of various participants in the administration of a probate matter-the lawyer, the personal representative of the estate, the court and the legal assistant. A review of the responsibility that can be delegated

to the legal assistant is included. Attention is given to training legal assistants in how to execute many of the probate forms necessary from the commencement through completion of the probate procedure.