



## DEGREE PROGRAM LISTING

### Bachelor of Paralegal Studies

Length of Program: 4 years

#### Program Description

This program is designed to prepare students to support attorneys in transactional and litigations fields by encouraging the use of the unique language of law and the application of key concepts and skills of the profession. Students will examine the role of the paralegal in the legal environment and will apply the skills of legal research, document drafting, case management, evidence gathering and litigation procedure.

Students will demonstrate 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 reflect on and relate 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

- Discuss the American legal system, identifying its strengths and challenges
- Examine the role of the paralegal in the legal community and practice the skills required of a well-qualified paralegal
- Examine 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
- Practice the skills often asked of a paralegal: case management, legal research, discovery, docketing, drafting & analyzing documents and alternative dispute resolution

- Demonstrate effective communication 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
- Reflect on and relate the ethical responsibility of paralegals in the legal community and appraise best practices in the field.
- Utilize reference tools/resources to prepare legal documents



## Roadmap: Paralegal Studies - Bachelor of Science

Lakewood University

Online learning

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 subject and Title	Prerequisite	Credit Hours
<b>Semester One</b>			
LUO100	Lakewood University Orientation		0
BUS100	Introduction to Business		3
PGL100	Introduction to Paralegal Studies		3
BSLW100	Business Law		3
LWMG200	Law Office Management		3
<b>Semester Two</b>			
GOVT100	American Government*		3
ENG101	Introduction to English*		3
ALG200	College Mathematics*		3
LGR200	Legal Research		3
<b>Semester Three</b>			
PSY100	Introduction to Psychology*		3
COMM100	Interpersonal Communication*		3
PHL101	Introduction to Computers		3
SOCL100	Introduction to Sociology*		3
<b>Semester Four</b>			
CRLW100	Criminal Law & Procedure		3
RELW100	Real Estate Law		3
ADR200	Alternative Dispute Resolution		3
LGAW200	Legal Analysis & Writing I		3
<b>Semester Five</b>			
WTE200	Wills, Trust, & Estates		3
TRT100	Torts		3
CONT200	Business Ethics		3
BUSE200	Domestic Relations		3
<b>Semester Six</b>			
EHLW300	Environment and Health law		3
CREG300	Corporate Regulation		3
PPLT300	Principles and Practice of Litigation		3
LGAWII300	Legal Analysis & Writing II	Legal Analysis & Writing I	3

Semester Seven			
CLTL300	Copyright Law and Trademark		3
IACCT300	Introduction to Accounting		3
CNLW300	Constitutional Law		3
PLDC400	Pleadings and the Courts		3
Semester Eight			
STPGL400	Special Topics in Paralegal Studies		3
TBD	Core Elective		3
TBD	Core Elective		3
TBD	General Elective		3
Semester Nine			
TBD	General Elective		3
CILW400	Comparative International Law		3
TBD	Core Elective		3
TBD	General Elective		3
Semester Ten			
NEGM400	Negotiation & Mediation		3
IPGL400	Internship in Paralegal Studies		3
TBD	Core Elective		3
TBD	General Elective		3
<b>Total:</b>			<b>120</b>

**General Electives:**

1. Bankruptcy Law
2. Immigration Law
3. Objective Writing and Persuasive Writing Capstone
4. Juvenile Justice System

**Core Electives:**

1. Advanced Practices in Criminal Law
2. Civil Litigation
3. Remedies & Dispute Resolution
4. The Art of Negotiation

# BACHELOR'S DEGREE COURSE DESCRIPTIONS

## Advanced Practices in Criminal Law

3 Credit Hours

This course is designed to provide students with the knowledge advanced Criminal Law. The course will evaluate the historical criminal cases and Constitutional background of USA to protect the rights and procedures when charging a person with a crime. Students will involve in interpreting and justifying legal issues from both the prosecution and defense perspective.

## 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.

## Bankruptcy Law

3 Credit Hours

This course will teach students about the legal considerations that are part of the bankruptcy process and alternative remedies, as well as the intricate processes and legal processes that guide contemporary bankruptcy law.

## 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.

## Civil Litigation

3 Credit Hours

This course provides students with an introductory-level education regarding the process and procedures of filing a lawsuit against a person or organization.

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.

Comparative International Law

3 Credit Hours

In this course, students will learn the relations between nations and states also known as law of nations, and the syllabus is split into public international law, private international law and supranational law.

Constitutional Law

3 Credit Hours

This is a required course for a paralegal that covers the basis for the U.S. Constitution. Different types of topics like separation of powers and the authority of congress, the presidency, and the courts are taught in this course. The history of the U.S. Constitution will also be covered which is a must for paralegal.

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.

Copyright Law and Trademark Law

3 Credit Hours

The creation and protection of trademarks and copyrights is a fascinating area of law. Paralegals must have the knowledge of trademark and copyright law to lead to many opportunities with law firms and with companies that own intellectual property. Paralegals are responsible for maintaining trademarks and copyrights, handling correspondence, reviewing and drafting licensing agreements, and coordinating document-intensive processes for attorneys.

Corporate Regulation

3 Credit Hours

The course is designed in a way to teach paralegals corporate laws and governance within its economic and business context, particularly the mechanisms facilitate or inhibit economic activity.

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 you for an exciting career in criminal justice.

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.

English101

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.

Environment and Health Law

3 Credit Hours

This course is a comprehensive overview of the major U.S. environmental laws and approaches, strategies, standards, and enforcement techniques. Students will basically be taught the American law that protects our environment and our health. The course is for especially designed for paralegal on general concepts that go a long way to demystify the American legal system.

Immigration Law

3 Credit Hours

This course provides students with fundamental knowledge of policies and basics of immigration and nationality law. Upon completion of this course students will be able to apply legal principles to practical situations by working on hypothetical immigration client files, including preparation of forms to be created with the US Citizenship and Immigration Services.

Introduction to Paralegal Studies

3 Credit Hours

The course is the core of the paralegal 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. Instruction 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 law by examining sources of American law, the court system and 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 computer 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 Accounting

3 Credit Hours

An introduction to the preparation and analysis of financial statements. Specific topics include the accounting model, general purpose financial statements and accounting for assets, liabilities, and equity.

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.

Internship in Paralegal Studies

3 Credit Hours

The topics will include administrative law; alternative dispute resolution; employment law; health law; immigration law; insurance law.

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.

Juvenile Justice System

3 Credit Hours

Juvenile justice course examines the juvenile court system and laws concerning juvenile offenses. This includes such topics as detention, constitutional rights, diversion programs, trial and disposition.

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.

Negotiation & Mediation

3 Credit Hours

In a world where everybody is negotiating every day, this course will highlight the key principles and strategies that students can use when negotiating in a professional capacity to ensure you achieve a successful outcome.

Objective Writing and Persuasive Writing Capstone

3 Credit Hours

This course will allow students the opportunity to conduct in-depth legal research using both print and online resources. Besides the course explains the essence of writing marketing messages that engage readers and inspire actions in terms of legal writing.

Pleadings and the Courts

3 Credit Hours

This course will help future paralegals to examine the structure of both state and federal judicial system and jurisdiction which will include but not limited to basic judicial process and procedure including State and Federal Rules of Courts.

Principles and Practice of Litigation

3 Credit Hours

This course gives students a complete understanding of the principles of civil procedure as exemplified in the rules and regulations of the courts and related case law. Students will study the major procedural steps that are taken in the event that common law and commercial disputes become the subject of civil litigation.

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.

Remedies & Dispute Resolution

3 Credit Hours

Examines the substantive and procedural aspects of remedies and enforcement of judgments. The course comprises a study of legal and equitable remedies, including damage, restitutionary, coercive, and declaratory remedies, prejudgment (provisional) remedies, and procedures for the enforcement of judgments. The course also discusses various methods of resolving disputes, including negotiation, mediation, and arbitration.

Special Topics in Paralegal Studies

3 Credit Hours

The topic covered in this Special Topics course will focus on and around practical law related to media.

The Art of Negotiation

3 Credit Hours

The course explores the personal and behavioral characteristics of an effective negotiator, while exploring how current approaches to negotiation strategy and tactics are used, what negotiation entails, types of negotiation relationships that exist from hard bargain to win-win, to fully partnered relationships and personal ones.

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 and 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.