PARALEGAL STUDIES
Course Descriptions

PARA 121 Introduction to Paralegal Studies (3)
Examination of the concept, qualifications and role of the paralegal. Selected topics include legal terminology, the levels of government, court structure and operation, the structure of the American legal system, basic interviewing and investigative techniques, the ethical considerations governing the lawyer-paralegal-client-public relationships and the role of the paralegal in several substantive law areas. Students will also be exposed to technologies currently in use by paralegals including electronic filing and case management software.

PARA 123 Legal Research and Writing I (3)
The student will acquire basic techniques and practical skills required in the use of legal materials. Problem assignments require the student to use many of the standard legal written authorities. Students will use the Cumberland School of Law library in preparation of case briefs, memoranda and appellate briefs. Preq or Co-Req: PARA 121

PARA 210 Immigration Law for Paralegals (1)
Introduction to the fundamentals of immigration law, practices and policy to include discussions on history, terminology, immigration forms, immigrant and nonimmigrant visas, citizenship and naturalization. There will also be discussions on the enforcement aspects of immigration. Prereqs: PARA 121 and PARA 123

PARA 220 Elder Law (1)
Elder law is the study of medical, social, financial and legal issues related with aging. Elder Law introduces the students to advanced directives, wills, guardianships, conservatorships, patients' rights in healthcare decision making, managed care and long-term care insurance, Social Security, elder abuse and resources for the elder law team. Prereqs: PARA 121 and PARA 123
PARA 227 Estates and Trusts (2)
Examination of the substantive and procedural law of wills, trusts and estate administration. The students draft a will and a trust and prepares administration documents. Prereqs: PARA 121 and PARA 123

PARA 229 Litigation (3)
Examination of the process of litigation. Special emphasis is placed on the pretrial stage including pleading and discovery. The student performs tasks commonly performed by litigation paralegals. Prereqs: PARA 121 and PARA 123

PARA 301 Employment Law for Paralegals (2)
The student will become familiar with transactions and will prepare documentation for the state and federal laws with respect to employment, sexual harassment, employment discrimination under Title VII and state law, litigation in the state and federal courts regarding employment matters, the Americans with Disabilities Act and its effect on employment and the Family Medical Leave Act and its effect on employment. Prereqs: PARA 121 and PARA 123

PARA 302 Environmental Law for Paralegals (2)
Comprehensive overview of environmental law including its relationship with political science, technology, economics and science. In addition to examining current law and policy, this course will review the history of environmental law including the historical legal responses to environmental contamination. Prereqs: PARA 121 and PARA 123

PARA 303 Technology in the Law Office (3)
General introduction to the use of computers and legal specialty computer software programs in the modern law office. The course includes hands-on computer exercises using professional software programs frequently used in the law office by paralegals. Prereqs: PARA 121 and PARA 123

PARA 304 Family Law (2)
Examination of the substantive law of domestic relations. Topics covered include annulment, divorce, custody and adoption. The student will learn the procedures used in the area and will prepare commonly filed documents and pleadings. Prereqs: PARA 121 and PARA 123

PARA 305 Administrative Law for Paralegals (2)
Overview of administrative law, looking at the substantive and procedural aspects of various administrative law agencies, with emphasis on providing skills to practice in administrative law. Prereqs: PARA 121 and PARA 123
PARA 306 Debtor/Creditor Law (1)
This course is designed to provide and understanding of basic Bankruptcy Law and its applications to day-to-day legal practice. Instruction will focus on applying Bankruptcy Law and principles to real fact situations, which paralegals will encounter in the work place. Prereqs: PARA 121 and PARA 123

PARA 307 Criminal Law (2)
The student will learn the common law and statutory definitions of crimes (including crimes against persons and property), how to apply defenses to crimes, the application of the constitutional rights of the accused, and the procedures of criminal prosecution. Prereqs: PARA 121 and PARA 123

PARA 308 Real Estate Law (2)
Examination of the substantive law of real property. Training in the study of the law of real estate transactions. Topics include general principles of real estate law, conveyancing, loan-closing procedure, sale of real estate and sales contracts, title examination, deed preparation, foreclosures, leasing of real estate, option contracts and recordation of various instruments. Prereqs: PARA 121 and PARA

PARA 309 Legal Research and Writing II (3)
Review of the basic skills necessary for drafting documents for legal transactions includes discussion about drafting issues, both legal and non-legal, and the law as it relates to drafting, including rules of interpretation (such as the canons of construction) and substantive law issues that relate to particular transactions. Students will complete writing exercises that test their knowledge of and ability to apply the materials, including the ability to avoid inadvertent ambiguity, to properly define terms and concepts and to make appropriate stylistic choices and to draft and review documents. Prereqs: PARA 121 and PARA 123

PARA 310 Torts (2)
Provides students with the basic legal terms of torts and personal injury law, helps students identify the various types of torts and the defenses a defendant can raise to each, and provides students with the practical, hands-on experience in learning the related medical terminology and in drafting the documents commonly used in this area of law. Prereqs: PARA 121 and PARA 123
PARA 311 Business Organizations (2)
Broad overview of two important areas of the law: (1) the laws of contracts and (2) the laws of business organizations. The contracts part of the course covers forming contracts, restitution, statute of frauds, contract interpretation, modification, and other topics. The business organizations part of the course covers an overview of the principle legal issues that arise in business relationships over the life cycle of the business, including an explanation of the basic concepts that govern these relationships, the specific examples of how they apply, and the similarities and dissimilarities in the business associations covered. Prereqs: PARA 121 and PARA 123

PARA 329 Medical Terminology for Paralegals (2)
Designed to provide necessary skills for paralegals to obtain, review, summarize and organize medical records. Students will become familiar with the relevant federal and state statutes, case law and state agency rules regarding the procurement and disclosure of medical records, as well as contact with medical providers. Students will learn the procedural practices for obtaining medical information. Students will develop a working knowledge of basic medical abbreviations and coding used by medical providers. Students will learn how to create meaningful medical chronologies and medical summaries for attorney use. Prereqs: PARA 121 and PARA 123

PARA 410 Advanced Paralegalism (3)
Designed to prepare the student for entry into the legal community through intensive study of the paralegal profession and additional development of the student’s organizations, communication and critical analysis skills using modalities such as portfolio preparation, mock interviews, and advanced research and writing assignments. Prereqs: PARA 121 and PARA 123