**PARALEGAL STUDIES (PA)**

**PA106: Legal Terminology and Transcription**
This course is a comprehensive study of documents and terms used in the legal field. You will learn the basic procedures for transcribing, formatting, and processing legal correspondence and forms. You will learn the appropriate uses of legal terms, phrases, abbreviations, symbols, and reference sources used by attorneys, paralegals, and the courts.
Quarter Credit Hours: 5 | Prerequisite: None

**PA110: Civil Litigation**
This course introduces you to civil litigation, the civil law process, rights, and procedures. Topics include informal fact gathering and investigation, case management and strategy, jurisdiction, the structure of the court systems in the United States, parties, pleadings, and motions.
Quarter Credit Hours: 5 | Prerequisite: None

**PA110M1: Ethics and Civil Litigation**
Apply ethical guidelines to the civil litigation process.
Quarter Credit Hours: 1 | Prerequisite: None

**PA110M2: Civil Disputes**
Investigate civil disputes.
Quarter Credit Hours: 1 | Prerequisite: None

**PA110M3: Initial Pleadings**
Draft initial pleadings in civil lawsuits.
Quarter Credit Hours: 1 | Prerequisite: None

**PA110M4: Pre-Trial Discovery**
Draft a pre-trial discovery document in a civil lawsuit.
Quarter Credit Hours: 1 | Prerequisite: None

**PA110M5: Trial Practice**
Draft a document associated with trial practice.
Quarter Credit Hours: 1 | Prerequisite: None

**PA130: Contracts**
The basics of contract preparation and proper legal requirements are outlined in this course. Topics include elements of a contract, types of contracts, promise, breach, duty to perform, remedies to breach, damages, small claims procedures, Uniform Commercial Code (U.C.C.), Statute of Frauds, and governmental regulations.
Quarter Credit Hours: 5 | Prerequisite: None

**PA165: Introduction to Torts**
This course is an introduction to the broad area of civil wrongs and their appropriate remedies as well as tort law principles in the traditional areas of intentional torts, negligence, absolute liability, product liability, nuisance, and commonly employed defenses.
Quarter Credit Hours: 5 | Prerequisite: None

**PA203: Interviewing and Investigation**
This course presents the ethical aspects of interviewing and confidentiality, types of interviews, types of clients and witnesses, interview preparation techniques, the effective interview environment, questioning and listening skills, the interview format, problem solving, and counseling skills. The section on investigation covers the qualities of an effective investigator; how to develop a plan and find the facts; how to get information from public records, libraries, and computer sources; and how to find witnesses.
Quarter Credit Hours: 5 | Prerequisite: None

**PA211: Wills, Trusts, and Estate Planning**
In this course, you will learn about wills, trusts, and estates. The content will encompass the legal requirements, documents, official forms, wills, trusts, rules, and estate planning. A will can either be an oral or written declaration, while a trust is a method of transferring property to avoid excessive taxation before or after death. Estate planning refers to the methods used to manage, disposal of real estate and personal property before or after death. It is important to understand the functions of administrators, executors, personal representatives, trustees, heirs, and beneficiaries.
Quarter Credit Hours: 5 | Prerequisite: None

**PA230: Introduction to Legal Technology**
New developments in technology serve to continuously transform the legal field. Understanding how to best utilize and implement legal technology in the law practice is a key skill that all legal support and services professionals must master to work productively, ethically, and most effectively for the client. This course will explore the most current and innovative technologies available to law practices today. You will be trained in software and applications that provide litigation support and case management features such as word processing, spreadsheet and presentation creation, tools for billing, calendaring, and electronic communication. You will also explore the role of the legal support and services professional in e-discovery and e-filing technology. Ultimately, this course provides the groundwork necessary to work, adapt, and thrive in a modern legal environment where technology is ever-changing.
Quarter Credit Hours: 5 | Prerequisite: None

**PA250: Family Law**
This course presents major issues in family law, such as the nature of marriage, ante-nuptial contracts, annulments, separation, divorce, child custody, child support, alimony, tort action, adoption, property distribution, and current trends.
Quarter Credit Hours: 5 | Prerequisite: None

**PA253: Legal Ethics**
Legal support and services staff must always consider the duties that they owe to clients in the legal field. In this course, you will examine the rules of professional conduct regarding the unauthorized practice of law, confidentiality, conflict of interest, client fees, and legal advertising and learn how to apply them to the ethical dilemmas that you may encounter in legal support and services roles.
Quarter Credit Hours: 5 | Prerequisite: None

**PA260: Criminal Law**
In this course, you will learn about criminal law. You will learn about the elements and types of crimes, including homicide, crimes against the person, crimes against habituation and occupancy, and crimes against property. This course will also cover criminal capacity and defenses to crimes. Finally, you will be introduced to criminal procedures followed in the United States and the concept of probable cause.
Quarter Credit Hours: 5 | Prerequisite: None

**PA261: Bankruptcy and Debtor-Creditor Law**
When it comes to debtors’ and creditors’ rights, it is important to know both sides. This course presents the law governing the collection of debts. This course will discuss the alternatives to bankruptcy. You will get hands-on experience in analyzing the exemption rules, performing a means test, and categorizing debtor’s assets and liabilities.
Quarter Credit Hours: 5 | Prerequisite: None

**PA265: Personal Injury Practice**
In this course, you will learn about personal injury practice. Topics include personal injury, federal regulations and statute of limitations, medical malpractice, and personal injury practice. This course will also cover the ethical aspects of interviewing and confidentiality, types of interviews, types of clients and witnesses, interview preparation techniques, the effective interview environment, questioning and listening skills, the interview format, problem solving, and counseling skills.
Quarter Credit Hours: 5 | Prerequisite: None
PA300: Real Estate Law
In this course, you will become familiar with procedures and documentation of real estate transactions. This course will address a wide range of issues and functions within the field of real estate law, including ethics, types of ownership, use, possession, mortgages, financing, taxation, closings, and litigation.
Quarter Credit Hours: 6 | Prerequisite: None

PA301: Administrative Law
This course provides a basic overview of administrative law and procedure. In addition to identifying sources of administrative law and procedure, this course covers agency actions, controls on agency actions, administrative hearings, and appellate procedures for administrative decisions.
Quarter Credit Hours: 6 | Prerequisite: None

PA303: Landlord and Tenant Law
This course will address a wide range of issues and functions within the field of landlord and tenant law, including the creation of the tenancy, lease agreement, rent and security, possession and use, rights and duties of the parties, repairs and improvements, discrimination in rental housing, transferring rights, and terminating the lease.
Quarter Credit Hours: 6 | Prerequisite: None

PA305: Law Office Management
Legal professionals are often called upon to handle office management functions. Effective and ethical law office managers save their offices time and money and become valuable members of the legal team. Planning and leadership serve a critical function in a successful office. You will investigate the various systems in the law office setting, such as technology, billing and accounting processes, marketing, and case management and file management systems.
Quarter Credit Hours: 6 | Prerequisite: None

PA310: Tort Law
This is an advanced tort course that will provide you with a more expansive and in-depth understanding of tort law and its practical application. In this course, you will examine developing legal theories and practices regarding intentional torts, negligence, and strict liability. You will learn about special negligent tort actions, such as wrongful death claims, survival statutes, and wrongful birth and life causes of action. You will also explore legal trends related to toxic and environmental tort cases as well as negligent actions related to changes in our global society.
Quarter Credit Hours: 6 | Prerequisite: PA165

PA328: Intellectual Property
Intellectual property is a dynamic area of law that seeks to protect the results of human creative endeavors. This course offers a substantive overview of the four primary areas of intellectual property: trademarks, copyrights, patents, and trade secrets. You will develop practical skills for use in legal practice as you examine the function, values, and impact of intellectual property law.
Quarter Credit Hours: 6 | Prerequisite: None

PA335: Trial and Courtroom Presentation
This course will introduce you to tools for creating presentations for trial and courtroom presentation. Rules of procedure and ethical rules will be explored while creating these tools. High-quality courtroom graphics do not have to be an expensive, hard-to-manage process. You will learn how to create clear and convincing charts, diagrams, and trial graphics. You will design timelines, case chronologies, legal flowcharts, calendars, and PowerPoints.
Quarter Credit Hours: 6 | Prerequisite: None

PA342: Insurance Law
This course provides a comprehensive overview of insurance law and explains various types of insurance. The nature of insurance and insurable interests are considered, along with the nature and definition of risks, persons insured, and procedures for filing claims. The insurer’s defenses are covered, as well as waiver and estoppel, the measure of recovery, the insurer’s duty to defend, and subrogation. Finally, this course considers insurance bad faith causes of action, reinsurance, bonds, and how the insurance industry is regulated.
Quarter Credit Hours: 6 | Prerequisite: None

PA350: Social Security Disability Law
This course will cover the essentials of representing a claimant before the Social Security Administration for benefits under Title II (Disability Insurance Benefits). You will gain a working knowledge of the five-step sequential evaluation process and an understanding of the steps used to qualify a claimant at each step. In addition, the course will cover the terminology, ethics, representation requirements, administrative structure, processes, and typical activities encountered in the social security disability claims process. The process for preparing for a continuing disability review will be explored as well as how to prepare for an appeal if benefits are denied.
Quarter Credit Hours: 6 | Prerequisite: None

PA402: Employment Law
This course will cover the essential body of law governing employer-employee relations, from hiring to termination. You will gain a working knowledge of discrimination based on race, religion, national origin, gender, and other protected categories. In addition, worker safety and workers’ compensation systems along with issues pertaining to unions and labor organizations will also be assessed. An analysis for bringing potential employment law causes of action will also be discussed.
Quarter Credit Hours: 6 | Prerequisite: None

PA412: Alternative Dispute Resolution
This course introduces alternative methods to litigation for resolving disputes including negotiation, mediation, and arbitration. Topics covered include the nature and sources of conflict and a practical guide to the role of various entities in alternative dispute resolution including negotiation techniques before and during litigation, the mediator’s role in resolving disputes both private and court ordered, arbitration in the private and public sector including employer/employee disputes, and other adjudicative and nonadjudicative processes.
Quarter Credit Hours: 6 | Prerequisite: None