

	Class	Lab	Shop/Cli	Credit
<b>LEX 110 Introduction to Paralegal Study</b>	2	0	0	2
Prerequisites: None				
Corequisites: None				
This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, the student should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals. <i>This course is also available through the Virtual Learning Community (VLC).</i>				
<b>LEX 120 Legal Research/Writing I</b>	2	2	0	3
Prerequisites: None				
Corequisites: None				
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. <i>This course is also available through the Virtual Learning Community (VLC).</i>				
<b>LEX 130 Civil Injuries</b>	3	0	0	3
Prerequisites: None				
Corequisites: None				
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses. <i>This course is also available through the Virtual Learning Community (VLC).</i>				
<b>LEX 140 Civil Litigation I</b>	3	0	0	3
Prerequisites: None				
Corequisites: None				
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in the preparation of pleadings and motions. <i>This course is also available through the Virtual Learning Community (VLC).</i>				

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<b>LEX 141 Civil Litigation II</b>	2	2	0	3
Prerequisites: LEX 140				
Corequisites: None				
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.				
<b>LEX 150 Commercial Law I</b>	2	2	0	3
Prerequisites: None				
Corequisites: None				
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper. <i>This course is also available through the Virtual Learning Community (VLC).</i>				
<b>LEX 160 Criminal Law &amp; Procedure</b>	2	2	0	3
Prerequisites: None				
Corequisites: None				
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.				
<b>LEX 210 Real Property I</b>	3	0	0	3
Prerequisites: None				
Corequisites: None				
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property. <i>This course is also available through the Virtual Learning Community (VLC).</i>				

	Class	Lab	Shop/Cli	Credit
<b>LEX 211 Real Property II</b>	1	4	0	3
Prerequisites: LEX 210				
Corequisites: None				
This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.				
<b>LEX 214 Investigation &amp; Trial Preparation</b>	1	4	0	3
Prerequisites: None				
Corequisites: None				
This course introduces the fundamentals of investigation. Topics include compiling/assembling data for cases; investigative planning/information gathering techniques; locating/interviewing witnesses; collection/preserving/evaluating sufficiency/admissibility of evidence; preparation of reports; and evidence presentation at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative techniques, prepare reports, and enhance verbal and interpersonal communications skills and interviewing techniques.				
<b>LEX 240 Family Law</b>	3	0	0	3
Prerequisites: None				
Corequisites: None				
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. <i>This course is also available through the Virtual Learning Community (VLC).</i>				
<b>LEX 250 Wills, Estates, &amp; Trusts</b>	2	2	0	3
Prerequisites: None				
Corequisites: None				
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts. <i>This course is also available through the Virtual Learning Community (VLC).</i>				

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<b>LEX 260 Bankruptcy &amp; Collections</b>	3	0	0	3
Prerequisites: None				
Corequisites: None				
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.				
<b>LEX 270 Law Office Management Tech.</b>	1	2	0	2
Prerequisites: None				
Corequisites: None				
This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.				
<b>LEX 280 Ethics &amp; Professionalism</b>	2	0	0	2
Prerequisites: None				
Corequisites: None				
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.				
<b>LEX 287 CLA Review Seminar</b>	2	0	0	2
Prerequisites: LEX 210				
Corequisites: None				
This course is designed to prepare students for voluntary national certification sponsored by the National Association of Legal Assistants to demonstrate significant competencies in paralegalism. Topics include Communications, Ethics, Human Relations, Interviewing Techniques, Judgment and analytical Analysis, Legal Research, Legal Terminology, General Law and nine tested specialty areas of law. Upon completion, students should be able to demonstrate that they are eligible to take the NALA's Certified Legal Assistant Exam.				
<b>MAT 050 Basic Math Skills</b>	3	2	0	4
Prerequisites: None				
Corequisites: None				
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.				