

# LAW-Law

## LAW300 - The Paralegal Profession

This course introduces the student to the role of the legal professional with special emphasis on paralegals and legal assistants. Course stresses professionalism, law office administration and client conferencing skills, telephone techniques in a legal setting, law office ethics, confidentiality and legal office accounting skills.

Emphasizes the application of skills required in the law office and develops skills in legal billing, specialized legal software, banking and filing procedures, tax matters, processing insurance and investments. Students prepare a legal portfolio.

## LAW305 - Land Management and Administration

This course will impart the essential skills and knowledge necessary to work in the oil and gas industry. The development of essential title research skills and understanding title law will be a major thrust. Focus will also be on the acquisition and divestiture of individual producing or discovered non-producing assets or packages. Course will discuss some of the many techniques for evaluating the purchase or sale of oil producing property. Price determination, offer construction and agreement negotiation are all focused on. Case histories and lesson learned round out the coverage.

## LAW310 - Legal Research and Writing

This course is designed to teach students to use a law library, perform legal research, analyze legal problems, and write a legal memorandum, draft pleadings and case briefs. Students are taught to locate and use primary, secondary and CALR legal research sources to solve legal problems, including federal and state cases, digests, statutes, regulations, treatises, encyclopedias, law reviews, citators and practice works. Students are expected to produce a written scholarly work at the course's end.

### **LAW320 - Litigation and Trial Evidence**

This course will teach you the principles of civil litigation in federal and state courts. You will learn causes of action and defenses, and will be introduced to rules of procedure and discovery, along with ethical responsibilities. Pretrial practice, including discovery, pretrial motions and trial preparations, will be covered, together with the basics of a civil trial, post-trial motions and appeals. The principles learned will be applied to practical exercises.

### **LAW330 - Criminal Law for Paralegals**

An introduction to substantive criminal law which includes a review of the social, philosophical and legal foundations of criminal codification encompasses the course. In addition, the course covers the historical development of criminal law in the U.S. Other subject matter includes parties to crimes including principals/accessories, criminal capacity, criminal elements, e.g. mens rea and actus reus, and the specific crimes against person, property and public order. The course captures criminal law from the defendant's perspective by reviewing the accused's mental states, potential defenses and uses of mitigation. More narrowly, the student will learn to prepare pleadings and other relevant documentation in the defense and prosecution of criminal cases.

### **LAW340 - Family Law**

The purpose of the family law course is to give legal assistants a better understanding of domestic relations law and to show students how those laws governing family situations are applied. The content of the course covers such areas as formation of the marital relationship, dissolution, child custody and support, adoption, abortion, paternity, domestic violence, child neglect, and surrogacy. Participants will also draft pleadings and documents relevant to family practice.

### **LAW350 - Real Estate Law**

This course is an introduction to Real Estate Law and covers the processes, procedures, and legal concepts involved in residential and commercial real estate. A solid foundation of real estate law concepts, with a special

## Course Descriptions

---

focus on the oil and gas industry, is provided in this course. The student will learn the essentials of real estate law, including various forms of ownership and tenancy, title search and closing activities, and real estate sale and transfer procedures. Special issues such as leasehold estates, common interest communities and real estate development will also be covered.

### **LAW360 - Law, Business and the Workplace**

This course is a survey of the basic principles of corporate law including their creation and operation as well as a review of partnerships and proprietorships as business entities. Student will be required to prepare the documents necessary for incorporation, amendment, by-laws, and the recording of director's meetings and minutes, dissolutions and liquidations. This course will cover the formation, operation, and dissolution of various kinds of business organizations including sole proprietorships, corporations, partnerships, the law of agency and employment agreements. Employee compensation agreements will also be reviewed.

### **LAW370 - Administrative Law**

This course presents basic concepts of administrative law and procedure in federal and state agencies, with emphasis on the paralegal's role in the administrative process. Paralegal students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rule making, agency discretionary powers, remedies and judicial review. Procedural topics include agency operation, adjudication, hearing preparation, and administrative and judicial appeals.

### **LAW380 - Estates and Trusts**

This course will introduce students to the concepts and forms necessary for estate planning and its administration as well as the drafting of wills, trusts and other relevant documentation. This course will introduce students to an overview of postmortem estate administration, under either testate or intestate provisions. The process of

## Course Descriptions

---

administering a decedent's estate, from collection to valuation, to the appointment of a fiduciary, to the filing of final account and distribution of assets, will be examined.

### **LAW390 - Bankruptcy**

The main focus of this course will be on bankruptcy law and procedure. It will cover commencement of a case, preparing of schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical hints for paralegals. Forms utilized in bankruptcy court will be stressed as well as proceedings under Chapter 7, Chapter 13 and, to a lesser extent, Chapter 11. Also, proceedings under Chapters 9 and 12 will be reviewed. Additionally, the rights of creditors will be explored. This includes secured transactions, consensual and non-consensual liens, UCC transactions, and the unique position of real estate. An introduction to garnishments and other judicial attachments of property will be taught.

### **LAW400 - Constitutional Law for Paralegals**

The Constitutional Law course is designed to give an overview of the interpretation of the constitutional articles and amendments. The student will explore the three branches of the federal government and the interpretation of the articles that created them and control their functioning. The course will also examine the individual's rights in society, the changes in society that impact individual rights, and the Supreme Court decisions interpreting individual rights. In addition, students will analyze and assess fact patterns, investigate claims and arguments, prepare pleadings and other legal documents as well as conduct sophisticated legal research in matters of constitutional law.

### **LAW405 - Oil and Gas Law**

This course will focus on understanding the legal principles that control oil and gas development in the United States. The legal rules that govern the development of privately owned mineral rights will be focused upon, with

## **Course Descriptions**

---

an emphasis on joint ownership. The course will then turn to the various legal issues in the conveyance and leasing of oil and gas rights. Topical coverage will conclude with a discussion of oil and gas taxation and oil and gas contracts.

### **LAW410 - Law and Ethics**

An inquiry into the interplay of law, morality and ethical reasoning and Western legal tradition is the chief thrust of this course. The course exposes the tradition and foundations of the American legal system with special emphasis on its jurisprudential foundations. Questions of right, justice, equity, law as moral command and order, natural law reasoning, and the dignity of the human person are central to the instruction. This course will also introduce students to the types of ethical dilemmas that they will face in the work force; generally to the ethical rules developed by the American Bar Association, and specifically, to the rules adopted by this jurisdiction for the regulation of attorney and paralegal conduct and the model codes of paralegal associations; and to methods for researching the answers to ethical dilemmas.

### **LAW415 - Contract Law for Legal Support Staff**

This course provides the student with a straightforward examination on the law of contracts. Complex area of law is clarified using numerous practical examples on how to draft and interpret different types of contracts. The student will learn to draft the initial agreements, incorporate changes, conduct an initial contract analysis in the event of a dispute to determine potential rights and liabilities, and help determine the appropriate remedies available. At the course's end, the student will be conversant with all of the elements of basic contract law and drafting.

### **LAW420 - Law and Conflict Resolution**

This course provides students with an in-depth understanding of alternate forms of dispute resolution outside courtroom litigation. These alternate forms include mediation, negotiation and arbitration. It incorporates a

## Course Descriptions

---

community service experience in mediation allowing students a unique opportunity to apply theories, concepts and skills learned in the classroom to practical experiences in serving others in the community. The course provides students with a thorough and complete approach to understanding the psychological dimensions to conflict diagnosis. It also provides guidelines to evaluate and develop strategies and tactics to address interpersonal conflict. It also provides a comprehensive survey of all ADR processes.

### **LAW430 - Elder Law**

This course concentrates on the legal problems associated with the elderly and issues of aging. It introduces students to the unique client needs of the elder client and their families. This course introduces substantive legal theories in modern elder law, including introduction to government program, such as Medicare, Medicaid and Social Security for old age retirement assistance; advanced planning for retirement; elder abuse and protective services legislation; and nursing home rights legislation. Topics include health care funding; health care decision making; long-term care; end-of-life decisions; elder abuse and neglect, both institutional and non-institutional, and guardianship.

### **LAW440 - Immigration Law**

This course provides students with a theoretical and practical understanding of the process and procedures relating to immigration law. It also provides proper methodology for client interviews and client files, as well as an introduction to preparation of petitions and agencies that are part of Immigration law. Students will have practice in completing standard immigration forms, researching immigration law, accessing government and other websites for immigration related materials, and reviewing current issues in immigration law. Students will be able to assess each Visa category, determining the type of filing required by client circumstance. Students will analyze hypothetical situations, allowing students to scrutinize actual problems and issues that arise when processing a case. United States immigration statutes, rules and regulations, and precedent and administrative policies relevant to immigration law are fully covered.

### **LAW450 - Labor and Employment Law**

Law concepts of labor and employment law and their respective applications are the central themes of the course. The course spends considerable time identifying applicable federal labor and employment laws, distinguishing between exempt and nonexempt employers, and differentiating between public and private sector employees. The course continues by analyzing labor organization, unfair labor practices, collective bargaining, picketing and strikes, the rights of union members, and public sector labor relations. Additionally, the duties and responsibilities of government and business executives and human resource managers are analyzed; and the administration and enforcement roles of various federal (and state) commissions and departments are discussed.

### **LAW460 - School Law**

This course is designed to provide a foundational understanding of the legal framework within which public schools operate, and to examine selected legal issues that arise in the organization and administration of public schools. Emphasis and focus will be placed on the relevant law as it pertains to students in today's schools.