The courses below count only in the Post-Baccalaureate Paralegal Certificate program. They are non-credit courses and do not count as credit toward any other program.

**LAWA L01 - ETHICS & PROFESSIONALISM**
Regulation of the legal profession including the rules of conduct that govern paralegals. Topics include the meaning and importance of the unauthorized practice of law; attorney-client privilege and related work product doctrine; doctrine of confidentiality; conflicts of interest. Law office management; conflicts of interest check system; law office calendar; billing procedures; fee arrangements; client trust accounts; filing systems; and documenting the file.
Credits: 3
Course Notes: Dept. Consent.

**LAWA L02 - LEGAL RESEARCH**
The course teaches students the basics of legal research. Students will learn how to use the many research tools of the law library through a series of library exercises. Proper citation to the various legal authorities will be covered. Working in the area of tort litigation, students learn how to read, analyze and apply the law. An emphasis will be on legal reasoning as students learn how to develop logical and practical legal arguments. Students learn how to research on-line using both a computerized legal database as well as legal research on the Internet. A hands-on approach is taken in the class, with students spending significant in-class time in the law library and in the computer lab with their instructor.
Credits: 3
Course Notes: Dept. Consent.

**LAWA L03 - CIVIL LAW**
In this survey course, students learn the fundamentals of several areas of the law relating to civil practice including torts, property, wills & estates, domestic relations, and intellectual property. Instructors emphasize current legal events. Written assignments include case briefs and other written exercises designed to increase students’ understanding of the subject matters.
Credits: 3
Course Notes: Dept. Consent.

**LAWA L04 - PRE-TRIAL LITIGATION**
The pre-trial litigation process in civil matters. Client and witness interviews; factual investigations; jurisdiction; pre-trial motions; litigation strategy; administrative remedies and procedures; evidence for use at trial; depositions; written discovery; and review of documentation. Federal and Illinois Rules of Civil Procedure and local court rules. (3)
Credits: 3
Course Notes: Dept. Consent.

**LAWA L05 - COMMERCIAL LAW**
In this survey course, students learn the fundamentals of laws relating to business. The course places an emphasis on the law of contracts and on the law of business organizations, but also covers bankruptcy law, environmental law, investor protection and corporate governance. Written assignments include case briefs and other written exercises/analyses designed to increase the students’ understanding of the subject matters.
Credits: 3
Course Notes: Dept. Consent.

**LAWA L06 - TRIAL & POST-TRIAL LITIGATION**
This course covers the preparation of a case for trial, the trial process and the post-trial process. The focus of the course is the preparation of a case for trial, or the "100 Days Before Trial." Final trial preparation includes developing a last minute trial strategy that considers what became known during the discovery phase, preparing exhibits, subpoenaing and contacting witnesses and preparing them for testimony, preparing trial briefs, preparing motions to exclude evidence and preparing jury instructions.
Credits: 3
Prerequisites: LAWA L04
Course Notes: Dept. Consent.

**LAWA L09A - REAL ESTATE**
This course of study is an overview study of real estate and prepares students for real estate practice. The course covers both residential and commercial real estate transactions and issues. Students begin the course of study by reviewing the various estates in real property including freehold estates, easements and licenses. The course covers the various methods of holding title to property and explores the different types of transfer deeds (warranty, quit claim and judicial). In addition, students learn how to read surveys, plats and subdivision maps. Students draft legal descriptions of property, prepare closing documentation and learn how perform a title search. The course stresses the practical study of real estate law and transactions.
Credits: 3
Course Notes: Dept. Consent.

**LAWA L19A - INTELLECTUAL PROPERTY**
This course provides an overview of the substantive federal law regulating copyrights, trademarks and patents and state law regulating trade secrets. The course features practical skill assignments, including the registration of a copyright, preparation of agreements used to protect trade secrets and the selection, evaluation and registration of a trademark. Students begin the course by studying the history of intellectual property, its Constitutional basis in the United States and the common law. Students will develop an in-depth understanding of the current laws of intellectual property as they learn the practical processes of protecting intellectual property rights. Intellectual property law is an expanding field of the law for paralegals and an interesting area to practice in.
Credits: 3
Course Notes: Dept. Consent.

**LAWA L23 - ESTATES, TRUSTS & WILLS**
This course covers the practical aspects of estate planning and estate administration. Students will obtain a basic understanding of the legal principles involved in estate work. After reviewing the theory and the laws of the State of Illinois and the Federal tax laws, students focus on the preparation of documents incident to an estate practice. Students will gain an understanding of the advantages and disadvantages of estate forms and learn what forms are best for the particular situation at hand.
Credits: 3.6
Course Notes: Dept. Consent.
LAWA L25 - LEGAL WRITING
The course includes a review of grammar basics, the Uniform System of Citation, and a series of written assignments ranging from simple case briefs and business letters to a complex research memorandum that integrates research, analysis, and writing skills. Students will be drafting legal documents during class and as outside homework assignments, allowing for significant personal feedback on their writing from the instructor.
Credits: 3
Prerequisites: LAWA L02
Course Notes: Dept. Consent.

LAWA L29 - LEGAL TECHNOLOGY
This course teaches students the basics of software applications being utilized in the law firm environment. Students will learn how to use Microsoft applications and specific computer skills often required from paralegals. Students will also learn legal-specific software applications being utilized internationally. An emphasis will be placed on how the various software applications help paralegals organize a case from the beginning through trial. A hands-on approach is taken with the class, with students spending significant in-class time in the computer lab both individually and with their instructor.
Credits: 3
Prerequisites: LAWA L04
Course Notes: Dept. Consent.

LAWA L30 - PARALEGAL INTERNSHIP
Students must apply for and be selected by an intern sponsor that the program has made arrangements with in order to enroll in this course. It may also be possible for a student to secure an internship on their own and have it count for credit toward their elective course. This must be approved by the program in advance of the internship start date. This course provides the student intern with an opportunity to gain practical work experience under the supervision of an attorney in day-to-day, on-site paralegal work. In addition to on-site work, the student will meet with the program’s Internship Coordinator during the semester to discuss their progress, and will participate in online discussions with other student interns through Blackboard. Finally, upon completion of the on-site work, the student intern will submit a self-evaluation report on their experiences during the internship. The student must complete a minimum of 135 hours of work at the internship site in order to pass the course.
Credits: 3
Attributes: Transformational Service Learning
Prerequisites: (LAWA L01 (may be taken concurrently) and LAWA L02 (may be taken concurrently) and LAWA L04 (may be taken concurrently))
Course Notes: Dept. Consent.

LAWA L32 - LABOR AND EMPLOYMENT LAW
This course provides an overview of labor and employment law: labor-management relations (which include collective bargaining, labor contracts, unfair labor practices and the rights of management and bargained-for employees) and employee-employer relations (which include at-will employment, contracts, employment discrimination laws, privacy rights and benefits). Students will develop an in-depth understanding of relevant laws as they work on hypothetical cases involving a grievance and discrimination charge, as well as other projects.
Credits: 3
Course Notes: Dept. Consent

LAWA L34 - INTRODUCTION TO SPECIAL EDUCATION LAW
Special Education Law addresses disputes and protects the rights of students with disabilities. Students will learn the core concept of the Individuals with Disabilities Education Improvement Act, Section 504 of the Rehabilitation Act of 1973, and the American’s with Disabilities Act (ADA) and how it establishes educational rights. Students will learn about the importance of paralegals in special education law and their ability to both participate in and impact cases.
Credits: 3
Course Notes: Dept. Consent.