PARALEGAL STUDIES (PARA)

PARA 101 - WHAT IS LAW?
This course provides a basic overview of law, social media in the law, and an introduction to the legal profession. Lectures, class discussions, and in-class interactive activities will focus on the methods in which laws are created, the evolution of law in American society, the political and social origins and forces which create these changes in the legal system, and how the law affects our daily lives and our communities.
Credits: 3
Course Notes: Same course as LAWA L04. Dept. consent

PARA 301 - ETHICS & PROFESSIONALISM
This course covers legal ethics with an emphasis on how the rules affect paralegals. Students learn about the regulation of the legal profession including the rules of conduct that govern both attorneys and paralegals. Topics include the meaning and importance of the unauthorized practice of law, the attorney-client privilege and its related work product doctrine, confidentiality, the rules governing conflicts of interest and other topics ethical in nature. Law office management is also addressed.
Credits: 3
Course Notes: Same course as LAWA L03. Dept. consent

PARA 302 - 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: Same course as LAWA L02. Dept. consent

PARA 303 - 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: Same course as LAWA L03. Dept. consent

PARA 304 - LITIGATION I
The pre-trial litigation process in civil matters. Jurisdiction and Venue; What and Where to File; Overview of state and Federal court systems; Client and witness interviews; factual investigations; pre-trial motions; Illinois Supreme Court Rules of Discovery including depositions, interrogatories; answers and pre-trial motions; Introduction to the concept of E-Discovery; litigation strategy; administrative remedies and procedures; brief overview of evidence; Federal and Illinois Rules of Civil Procedure and local court rules.
Credits: 3
Course Notes: Same course as LAWA L04. Dept. consent

PARA 305 - 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: Same course as LAWA L05. Dept. consent

PARA 306 - ADVANCED LITIGATION AND E-DISCOVERY
This course covers the use of E-Discovery in the preparation of a case for trial, on-going discovery, the trial process, and the post-trial process including hands-on exercises using E-Discovery software and case management software. Review and understanding of the EDRM (E-Discovery Reference Model) and the Federal and State Rules of Civil Procedure defining the various aspects of E-Discovery and Electronically Stored Information (ESI).
Credits: 3
Prerequisites: PARA 304
Course Notes: Same course as LAWA L06. Dept. consent

PARA 309 - 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: Same course as LAWA L09A. Dept. consent

PARA 319 - 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: Same course as LAWA L19A. Dept. consent

PARA 323 - 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 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
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PARA 325 - 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: PARA 302
Course Notes: Same course as LAWA L25. Dept. consent

PARA 327 - CORPORATIONS AND LLC LAW
This course provides students with the basics of corporate practice and looks at the various aspects of corporate and securities law with a focus on the practical side of the law. Students will learn how to prepare appropriate forms relating to, and develop an understanding of the different types of business entities, sole proprietorships, limited and general partnerships, subchapter S corporations, limited liability corporations and public and privately held corporations. Students draft partnership agreements, articles of incorporation, stock certificates, meeting notices and resolutions, annual reports and learn to maintain corporate minute books.
Credits: 3
Course Notes: Same as LAWA L27. LAP Dept. consent

PARA 329 - 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: PARA 304
Course Notes: Same course as LAWA L29. Dept. consent.

PARA 330 - 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. Students must apply for and be selected by an intern sponsor that the Paralegal Studies Program has made arrangements with in order to enroll in this course. Students must have completed PARA 330 Paralegal Internship to be eligible for PARA 333 Paralegal Internship II.
Credits: 3
Prerequisites: PARA 330

PARA 332 - 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.

PARA 333 - PARALEGAL INTERNSHIP II
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. Students must apply for and be selected by an intern sponsor that the Paralegal Studies Program has made arrangements with in order to enroll in this course. Students must have completed PARA 330 Paralegal Internship to be eligible for PARA 333 Paralegal Internship II.
Credits: 3
Prerequisites: PARA 330

PARA 334 - LAW AND ETHICS
This course provides students with an overview of the legal and ethical issues involved in the paralegal profession. Students will explore the role of the paralegal in the justice system, the ethical responsibilities of the paralegal, and the implications of ethical decisions on the paralegal's professional and personal life.
Credits: 3
Prerequisites: PARA 301, PARA 302, and PARA 304
Course Notes: Same course as LAWA L34. LAP Dept. consent.