

# Paralegal Certificate

---

You must have completed a two-year associate of arts degree or a four-year degree and have satisfied JCCC and American Bar Association general education requirements prior to admission. Students will have fulfilled these general education requirements if they have 18 hours of general education credit from at least 3 of the 4 following disciplines: humanities, social science, and natural science or mathematics.

The following courses must be completed with a minimum GPA of 2.0 prior to application for admission to the paralegal program. A minimum of 18 hours of legal specialty courses must be taken at Johnson County Community College. Please contact Anita Tebbe for more information at [atebbe@jccc.edu](mailto:atebbe@jccc.edu).

PARALEGALS MAY NOT PROVIDE LEGAL SERVICES DIRECTLY TO THE PUBLIC, EXCEPT AS PERMITTED BY LAW.

JCCC, as an ABA approved paralegal program, requires its students to take at least ten semester credits through traditional classroom instruction.

Students must earn a grade of "C" or higher in all LAW courses.

## Suggested Order of Courses

Students may take any number of courses each semester that will also allow them to fulfill their other personal and professional responsibilities.

(Major Code 489A; State CIP Code 22.0302)

- Gainful Employment - Paralegal, Legal Nurse Consultant (<http://www.jccc.edu/paralegal/ge-paralegal-cert/gedt.html>)
- Paralegal (<http://www.jccc.edu/paralegal>)

## Prerequisites: Prior to admission

|             |                                |   |
|-------------|--------------------------------|---|
| LAW 121     | Introduction to Law            | 3 |
| LAW 123     | Paralegal Professional Studies | 1 |
| Total Hours |                                | 4 |

## First Semester

|                                      |                                   |    |
|--------------------------------------|-----------------------------------|----|
| Paralegal Electives (see list below) |                                   | 7  |
| LAW 134                              | Introduction to Legal Technology* | 3  |
| LAW 132                              | Civil Litigation*                 | 3  |
| Total Hours                          |                                   | 13 |

## Second Semester

|                                      |                            |    |
|--------------------------------------|----------------------------|----|
| Paralegal Electives (see list below) |                            | 4  |
| LAW 201                              | Advanced Legal Technology* | 3  |
| LAW 195                              | Legal Research             | 3  |
| Total Hours                          |                            | 10 |

## Third Semester

|             |   |   |
|-------------|---|---|
| LAW 205     | Legal Analysis and Writing*                   | 3 |
| LAW 271     | Legal Ethics, Interviewing and Investigation* | 3 |
| Total Hours |   | 6 |

## Paralegal Electives

|         |                                 |   |
|---------|---------------------------------|---|
| LAW 140 | Alternative Dispute Resolution* | 3 |
| LAW 142 | Torts*                          | 3 |
| LAW 148 | Criminal Litigation             | 3 |
| LAW 152 | Real Estate Law                 | 3 |
| LAW 162 | Family Law                      | 3 |
| LAW 165 | Forensic Science and the Law    | 3 |
| LAW 171 | Law Office Management           | 3 |
| LAW 175 | Environmental Policy and Law    | 3 |
| LAW 212 | Business Organizations          | 3 |

|         |  |   |
|---------|--|---|
| LAW 226 | Immigration Law                          | 3 |
| LAW 241 | Wills, Trusts and Probate Administration | 3 |
| LAW 245 | Elder Law                                | 3 |
| LAW 247 | Intellectual Property Law                | 3 |
| LAW 266 | Employment Law                           | 3 |
| LAW 269 | Bankruptcy Law                           | 3 |
| LAW 270 | Administrative Law                       | 3 |
| LAW 275 | Paralegal Internship I                   | 1 |
| LAW 276 | Paralegal Internship II*                 | 1 |

**Total Program Hours: 33**

## Courses

### LAW 121 Introduction to Law (3 Hours)

Upon successful completion of this course, the student should be able to explain the major substantive and procedural aspects of law. This course provides an overview of the legal system and knowledge of specific legal topics, including torts, criminal law, contracts, family law, business law, real estate and probate. This course is a requirement for applying to the paralegal program and for completion of the legal nurse consultant program. 3 hrs. lecture/wk.

### LAW 123 Paralegal Professional Studies (1 Hour)

Upon successful completion of this course, the student should be able to explain the legal assistant profession. Topics will include paralegal licensing, certification, education, employment and professional ethics. The course is required for students seeking admission to the paralegal program. 1 hr. lecture/wk.

### LAW 132 Civil Litigation\* (3 Hours)

**Prerequisites:** Admission to the Paralegal Program and. LAW 121 or department chair approval

This course will acquaint the student with the major characteristics of the civil litigation process. Students will become familiar with the various types of procedural rules regulating the civil litigation process and their application. Emphasis will be on the role of the legal assistant in a civil litigation practice and will include the drafting of pleadings. 3 hrs. lecture/wk.

### LAW 132H HON: Civil Litigation (1 Hour)

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

### LAW 134 Introduction to Legal Technology\* (3 Hours)

**Prerequisites:** Admission as a student to the paralegal program or department chair approval

Upon successful completion of this course, the student will be able to explain the role of technology within a legal work environment and use software customarily available in a modern legal work environment, including word processing, spreadsheet, presentation, and database software. In addition, students will demonstrate the ability to create, edit, and share common legal documents and forms, and to use the internet within a legal work environment. 3 hrs. lecture/wk.

### LAW 134H HON: Intro to Legal Technology (1 Hour)

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

### LAW 140 Alternative Dispute Resolution\* (3 Hours)

**Prerequisites:** Admission to the Paralegal Program and. LAW 132 or department chair approval

This course examines the various methods used by our legal system for dispute resolution and the role of the legal assistant in those methods. Upon successful completion of this course, the students should be able to explore the nature of conflict and the principles of negotiation and review the traditional litigation system. The course will concentrate on the major alternatives to litigation, including mediation and arbitration. 3 hrs. lecture/wk.

### LAW 142 Torts\* (3 Hours)

**Prerequisites:** Admission to the Paralegal Program and. LAW 132 or department chair approval

Upon successful completion of this course, the student should be able to explain the major principles of tort law and personal injury litigation. The student should be able to discuss and compare the elements of negligence torts, intentional torts and strict liability torts, as well as the types of damages available and defenses to each of these torts. 3 hrs. lecture/wk.

**LAW 142H HON: Torts (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**LAW 148 Criminal Litigation (3 Hours)**

**Prerequisites:** Admission to the Paralegal Program or department chair approval

Upon successful completion of this course, the student should be able to explain the objectives, substantive principles and procedural rules of the criminal process. The student will be able to explain the role of the paralegal in criminal litigation practice and draft documents used in the criminal litigation process. 3 hrs. lecture/wk.

**LAW 152 Real Estate Law (3 Hours)**

**Prerequisites:** Admission to the Paralegal Program or department chair approval

Upon successful completion of this course, the student should be able to describe common types of real estate transactions and conveyances. The preparation of legal instruments, namely deeds, contracts, leases and mortgages will be studied. 3 hrs. lecture/wk.

**LAW 162 Family Law (3 Hours)**

**Prerequisites:** Admission to the Paralegal Program or department chair approval

Upon successful completion of this course, the student should be able to describe the substantive and procedural principles of family law, including issues related to adoption, divorce, custody, support and visitation. The student will also be able to draft pleadings including petition for divorce, petition for adoption, decrees, settlement agreements and motions for modification. 3 hrs. lecture/wk.

**LAW 162H HON: Family Law (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**LAW 165 Forensic Science and the Law (3 Hours)**

This course will offer a survey of the forensic sciences and will examine their applications to the law. Legal constraints on the use of scientific evidence, including U.S. Supreme Court decision and other legal rules, will be explored. Topics will include an exploration of career opportunities available to persons interested in a forensic-related career. This course is open to any student with an interest in forensic science. 3 hrs. lecture/wk.

**LAW 171 Law Office Management (3 Hours)**

**Prerequisites:** Admission to the Paralegal Program or department chair approval

This course will acquaint the student with the general principles of law office management and will emphasize the unique characteristics of organizing and managing the law office or legal department. Projects will provide students with opportunities for practical application of law office management concepts. 3 hrs. lecture/wk.

**LAW 175 Environmental Policy and Law (3 Hours)**

This course is a survey course in environmental regulation and will provide an overview of key environmental laws including major provisions of the National Environmental Policy Act (NEPA), the Clean Water Act (CWA), the Clean Air Act (CAA), the Resource Conservation and Recovery Act (RCRA), the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and The Endangered Species Act (ESA). 3 hrs. lecture/wk.

**LAW 175H HON: Environmental Policy and Law (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**LAW 195 Legal Research (3 Hours)**

**Prerequisites:** Admission to the Paralegal Program or department chair approval

This course builds on the skills developed in the Introduction to Legal Research course. In this course, the student will develop more sophisticated skills for the retrieval of information from professional legal literature sources, including both print and electronic media. Opportunities will be provided for skill development in the use of these resources. 3 hrs. lecture/wk.

**LAW 201 Advanced Legal Technology\* (3 Hours)**

**Prerequisites:** LAW 134 or BOT 106

Upon successful completion of this course, the student will be able to evaluate and use specialized legal software to perform customary tasks within a legal environment, including litigation support, case management, office management, file management, time-keeping and billing, docket control, preparation of legal presentations, and research. 3 hrs. lecture/wk.

**LAW 201H HON: Adv. Legal Technology (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**LAW 205 Legal Analysis and Writing\* (3 Hours)**

**Prerequisites:** Admission to the paralegal program or department chair approval and. LAW 195

This course is a required course within the Legal Studies Program. In this course, the student will learn to analyze case law, statutes and secondary legal authority. In addition, the student will learn how to communicate research results, analysis and conclusions professionally and effectively. Numerous opportunities will be provided for skill development. 3 hrs. lecture/wk.

**LAW 205H HON: Research Writing II (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**LAW 212 Business Organizations (3 Hours)**

**Prerequisites:** Admission to the Paralegal Program or department chair approval

Upon successful completion of this course, the student should be able to describe the various forms of business ownership, including corporations, partnerships and sole proprietorships. The emphasis in the course is on the role of the legal assistant in a business law practice and on the preparation of related documents. 3 hrs. lecture/wk.

**LAW 225 Legal Nurse Consultant Profession\* (1 Hour)**

**Prerequisites:** Admission to the legal nurse consultant program or department chair approval

In this course, students will examine the functions of legal nurse consultants and available career opportunities, including relevant issues regarding employment and independent contracting. 1 hr. lecture/wk.

**LAW 226 Immigration Law (3 Hours)**

**Prerequisites:** Admission to the Paralegal Program or department chair approval

Upon successful completion of this course, the student will be able to explain the various aspects of immigration law. The emphasis in the course is on the functions of the paralegal in an immigration law practice and on the preparation of related documents. 3 hrs. lecture/wk.

**LAW 226H HON: Immigration Law (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**LAW 241 Wills, Trusts and Probate Administration (3 Hours)**

**Prerequisites:** Admission to the Paralegal Program or department chair approval

Upon successful completion of this course, the student should be able to draft a will with testamentary powers. The use of trusts, probate procedures, techniques for fact gathering and mastery of estate tax principles are emphasized in this course. 3 hrs. lecture/wk.

**LAW 241H HON: Wills, Trusts/Probate Adm (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**LAW 245 Elder Law (3 Hours)**

**Prerequisites:** Admission to the Paralegal Program or department chair approval

Upon successful completion of this course, the student should be able to explain the legal aspects of aging. Topics include financial and estate planning, health care, personal planning and protection, taxation, housing and other legal matters affecting the elderly and people with special legal needs. 3 hrs. lecture/wk.

**LAW 245H HON: Elder Law (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**LAW 247 Intellectual Property Law (3 Hours)**

**Prerequisites:** Admission to the Paralegal Program or department chair approval

In this course, students will learn the various forms of intellectual property. The emphasis in the course is on the functions of the paralegal in an intellectual law practice and on the preparation of related documents. 3 hrs. lecture/wk.

**LAW 247H HON: Intellectual Property Law (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**LAW 266 Employment Law (3 Hours)**

**Prerequisites:** Admission to the Paralegal Program or department chair approval

This course examines the relationship between employer and employee. Major federal and state employment laws will be examined, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Employment Act and the Americans with Disabilities Act. 3 hrs. lecture/wk.

**LAW 266H HON: Employment Law (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**LAW 269 Bankruptcy Law (3 Hours)**

**Prerequisites:** Admission to the Paralegal Program or department chair approval

This course will familiarize the student with the purpose and application of the federal Bankruptcy Code. Topics will include an introduction to the bankruptcy law, bankruptcy court procedures, and the preparation of bankruptcy forms and documents. Emphasis will be on Chapter 7 of the Bankruptcy Code and the role of the legal assistant as part of a team in a bankruptcy practice. 3 hrs. lecture/wk.

**LAW 269H HON: Bankruptcy Law (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**LAW 270 Administrative Law (3 Hours)**

**Prerequisites:** Admission to the Paralegal Program or department chair approval

Upon successful completion of the course, the student will be able to explain and apply substantive and procedural principles of administrative agencies. The course will concentrate on the basic principles of workers' compensation law, Social Security law; the Americans with Disabilities Act and the Occupational Safety Health Administration. 3 hrs. lecture/wk.

**LAW 270H HON: Administrative Law (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**LAW 271 Legal Ethics, Interviewing and Investigation\* (3 Hours)**

**Prerequisites:** Admission to the Paralegal Program

**Prerequisites or corequisites:** LAW 205 or department chair approval

Upon successful completion of this course, the student will be able to explain ethical rules and standards governing the legal profession, interview clients and witnesses, and investigate the facts as part of a legal analysis or proceedings. A major emphasis will be on recognition of ethical problems commonly encountered and the development of interviewing and investigating skills. The course is also designated as the capstone course for the paralegal program. The course will draw the student's paralegal learning together and provide a unique opportunity to demonstrate that he/she has accomplished the program's educational goals. This opportunity will focus on reviewing and finalizing the student's e-portfolio. Classroom discussions will focus on career-planning, including current trends in the profession, procedures for obtaining employment, and development of a resume, cover letter and e-portfolio. 3 hrs. lecture/wk.

**LAW 271H HON: Legal Ethics, Interviewing and Investigation (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**LAW 275 Paralegal Internship I (1 Hour)**

**Prerequisites:** Admission to the Paralegal Program or department chair approval

This course provides the student with an opportunity to gain practical work experience under the supervision of an attorney in day-to-day, on-site office work. The student must complete 120 hours of work at the internship site. In addition to on-site work, the student will meet with the internship instructor during the internship period four times and complete all requirements; keep an eight-week log; interview a practicing paralegal; draft a cover letter and resume; and submit final evaluations by the employer and student. Obtaining an internship is the responsibility of the individual student. 120 internship hours.

**LAW 276 Paralegal Internship II\* (1 Hour)**

**Prerequisites:** LAW 275

This course provides the student with an opportunity to gain practical work experience under the supervision of an attorney in day-to-day, on-site office work. The student must complete 120 hours of work at the internship site. In addition to on-site work, the student will meet with the internship instructor during the internship period four times and complete all requirements; keep an eight-week log; interview a practicing paralegal manager; participate in a mock job interview; and submit final evaluations by the employer and the student. Obtaining an internship is the responsibility of the individual student.

**LAW 291 Independent Study\* (1-7 Hour)**

**Prerequisites:** 2.0 GPA minimum and department approval

Independent study is a directed, structured learning experience offered as an extension of the regular curriculum. It is intended to allow individual students to broaden their comprehension of the principles of and competencies associated with the discipline or program. Its purpose is to supplement existing courses with individualized, in-depth learning experiences. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff. Total contact hours vary based on the learning experience.