

Paralegal, A.A.

The expanding role of the paralegal in the delivery of legal services has created increased opportunities with private law firms, corporate legal departments, insurance companies, real estate and title firms, banks, and government agencies. If you are interested in entering this career field, you should be aware that although the number of jobs for trained paralegals is rising, competition for these positions is increasing. 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 <mailto:atebbe@jccc.edu>. The Legal Studies Program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

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

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

The paralegal program at JCCC

- Has a challenging curriculum
- Requires that you possess excellent communication skills, analytical ability and a high level of motivation
- Is approved by the American Bar Association
- Is a selective admission program based on various academic and testing criteria

IMPORTANT - Students planning to graduate with a Paralegal degree must complete one of the approved cultural diversity courses. Some of the approved courses are able to meet both the cultural diversity requirement and a general education requirement. To see a complete list of approved courses, click on the link provided below.

Cultural Diversity Course Requirement (<http://catalog.jccc.edu/fall/degreecertificates/electives/cultural-diversity-courses-aa>)

Suggested Sample Course Sequence

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

(Major Code 264A; State CIP Code 22.0302)

- Paralegal (<http://www.jccc.edu/paralegal>)

Associate of Arts Degree

Prerequisites: Prior to admission

ENGL 121	Composition I*	3
LAW 121	Introduction to Law	3
LAW 123	Paralegal Professional Studies	1
Total Hours		7

First Semester

LAW 125	Introduction to Legal Research*	1
SPD 120	Interpersonal Communication	3
or SPD 121	Public Speaking	
or SPD 125	Personal Communication	
Humanities Elective ^		3
Social Science and/or Economics Electives ^^		3
Science and Mathematics Electives ^^		3
Total Hours		13

^ Humanities Elective (<http://catalog.jccc.edu/fall/degreecertificates/electives/humanities-aa>)

^^ Social Science and/or Economics Elective (<http://catalog.jccc.edu/fall/degreecertificates/electives/social-sci-econ-aa>)

^^ Science and Mathematics Electives (<http://catalog.jccc.edu/fall/degreecertificates/electives/sci-and-math-aa>)

Second Semester

Following admission to the paralegal program:

Paralegal Electives (see below)		3
ENGL 122	Composition II*	3
LAW 134	Introduction to Legal Technology*	3
LAW 132	Civil Litigation*	3
Total Hours		12

Third Semester

Paralegal Electives (see below)		6
LAW 205	Legal Analysis and Writing*	3
Humanities Elective [^]		3
Science and Mathematics Elective ^{^^}		3
Health and/or Physical Education Elective ^{^^^}		1
Total Hours		16

[^] Humanities Elective (<http://catalog.jccc.edu/fall/degreecertificates/electives/humanities-aa>)

^{^^} Science and Mathematics Electives (<http://catalog.jccc.edu/fall/degreecertificates/electives/sci-and-math-aa>)

^{^^^} Health and/or Physical Education Elective (<http://catalog.jccc.edu/fall/degreecertificates/electives/health-and-or-physical-ed-aa>)

Fourth Semester

Paralegal Electives (see below)		2
LAW 271	Legal Ethics, Interviewing and Investigation*	3
LAW 210	Advanced Legal Research*	3
LAW 201	Advanced Legal Technology*	3
Science and Mathematics Electives [^]		3
Social Science and/or Economics Electives ^{^^}		3
Total Hours		17

[^] Science and Mathematics Electives (<http://catalog.jccc.edu/fall/degreecertificates/electives/sci-and-math-aa>)

^{^^} Social Science and/or Economics Elective (<http://catalog.jccc.edu/fall/degreecertificates/electives/social-sci-econ-aa>)

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: 65

Courses

LAW 121 Introduction to Law* (3 Hours)

Prerequisites or corequisites: RDG 126 or College Reading Readiness

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)

Prerequisites or corequisites: RDG 126 or College Reading Readiness

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 125 Introduction to Legal Research* (1 Hour)

Prerequisites: Admission to the paralegal program or department chair approval

This course will acquaint the student with the characteristics of informational resources, and search strategies for retrieving both non-legal and legal information. Emphasis will be placed on the development of legal research skills, utilizing both print and electronic sources. Numerous opportunities will be provided for skill development in the use of these resources. 1 hr. lecture/wk.

LAW 132 Civil Litigation* (3 Hours)

Prerequisites: paralegal students or legal nurse consultant students - admission to the 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: Legal nurse consultant students and paralegal program students - LAW 132 and selective admission 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: Legal nurse consultant students and paralegal program students - LAW 132 and selective admission 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 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: Paralegal program students - Admission to the paralegal program or department approval. Legal nurse consultant students - LAW 225 and LAW 121

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: Paralegal program students - admission to paralegal program or department approval. Legal nurse consultant students - LAW 225 and LAW 121

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)

Prerequisites or corequisites: RDG 126 or College Reading Readiness

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: Paralegal program students - admission to the paralegal program or department approval. Legal nurse consultant students - LAW 225 and LAW 121

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)

Prerequisites or corequisites: RDG 126 or College Reading Readiness

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 201 Advanced Legal Technology* (3 Hours)

Prerequisites: LAW 134 or BOT 106. Paralegal students must take LAW 134 and BOT students must take 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 legal studies program or department chair approval

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 210 Advanced Legal Research* (3 Hours)

Prerequisites: Admission to the paralegal program and LAW 125 and LAW 205 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 210H HON: Adv. Legal Research (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 legal studies 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: Paralegal program students: admission to the paralegal program or department approval . Legal nurse consultant students: LAW 225 and LAW 121

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: Paralegal program students - admission to the paralegal program or department approval. Legal nurse consultant students - LAW 225 and LAW 121

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: Paralegal program students - admission to the paralegal program or department approval. Legal nurse consultant students - LAW 225 and LAW 121

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: Paralegal program students - admission to the paralegal program or division administrator approval. Legal nurse consultant students - LAW 225 and LAW 121

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 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: Paralegal program students - admission to the paralegal program or department chair approval Legal nurse consultant students - LAW 121 or LAW 225

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 legal nurse consultant program and LAW 225 and LAW 121 or admission to the paralegal program

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: Paralegal program students - admission to the paralegal program or department chair approval
Legal Nurse Consultant students - admission to the legal nurse consultant program 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 perform factual investigation pursuant to legal proceedings. The emphasis will be on recognition of ethical problems commonly encountered, as well as the development of interviewing and investigating skills. 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 legal studies program

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.