

IU South Bend Paralegal Studies Program

Program Advisory Committee

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Kennard R. Weaver, attorney, Bakers & Daniels

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Faculty

Timothy E. Balko, J.D. attorney

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Clint A. Zalas, J.D. Valparaiso University, Associate attorney, James F. Groves

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Curriculum

V376 Law & Public Policy (SPEA) (Introduction to Law): A survey of the legal system, including substantive principles relating to court jurisdiction, contracts, commercial law, property, negligence, international torts and criminal law.

W233 Expository Writing (ENG/COAS) (Legal Writing): A review of correct use of English and an introduction to and practice of legal writing and analysis of cases. Special focus on IRAC – issue, rule, analysis and conclusion. (Prerequisite: W131 or equivalent)

J260 Legal Research (SPEA): An introduction to the skills needed in legal research and the available resources. Builds on the content of Legal Writing and continues with IRAC. (Prerequisites V376 & W233)

J260 Computer Research (SPEA): An introduction to the use of an electronic legal database and other law-related resources available on the web. Through exercises and projects, students build on skills acquired in Legal Writing and Legal Research which are prerequisites for this course. (Prerequisites V376 & W233 & J260)

V450 Litigation (SPEA): An overview of pre-trial case preparation, the right of subrogation, the duty to defend and insurance disputes; an examination of the various discovery procedures, including depositions and interrogatories; summons and notice requirements; collection of judgments; and an overview of divorce and adoption proceedings, residency and jurisdiction. (Prerequisites: V376 & W233 & both J260s)

X102 Business Organization (BUS): A comparison of the various forms of business organizations; corporate structure and organizations and an examination of the state General corporation Act; articles of incorporation and by-laws' conduct of corporate business through annual meetings; insurance of stock; and an introduction to employee relations and benefit plan. (Prerequisites: V376 & W233 & both J260s)

X102 Real Property Transactions (BUS): An overview of all phases of real property law, ownership and transactions. Students will learn how title is transferred and searches are made analyze title commitments and understand abstract examination, deeds, mortgages, leases, settlements, and closing. (Prerequisites: V376 & W233 & both J260s)

X102 Estate Planning and Probate Administration (BUS): An overview of various methods of transferring assets, including gifts, wills and trusts; a study of state law regarding wills and administration of decedents' estates, including probate procedure, federal and state death and inheritance taxes; and fiduciary accounting responsibilities. (Prerequisites: V376 & W233 & both J260s)

X102 Accounting and Finance for the Paralegal (BUS): Basic accounting concepts, procedures and terminology, and the recording and analysis of economic transactions.

Paralegal Methods Seminars: Eight seminars offered during the program are designed to:

- ▶ define the responsibilities of a paralegal
- ▶ outline legal ethics and professionalism
- ▶ introduce law office management and administration, including office manuals and legal and accounting systems
- ▶ provide practical applications in the general area of each substantive law class
- ▶ provide you with job search and interview skills

plus Documentation of Computer Skills through testing.