

IU South Bend Paralegal Studies Certificate Program

	Fall	Spring	Summer (Session I)
1st Year	<p>Y211 Introduction to Law (POLS)* 3 credit hours</p> <p>A survey of the legal system, including substantive principles relating to court jurisdiction, contracts, commercial law, property, negligence, intentional torts and criminal law.</p> <p>X102 Accounting & Finance for the Paralegal (BUS) 3 credit hours Basic accounting concepts, procedures and terminology, and the recording and analysis of economic transactions. (Offered in fall semester only)</p> <p><i>* Can take this course along with litigation in the 2nd year</i></p>	<p>W233 Expository Writing *(ENG/COAS) 3 credit hours (Legal Writing)</p> <p>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.</p> <p><i>*Prerequisites:</i> W131 Elementary Composition or Equivalent; Y211 Introduction to Law</p>	<p>Y234 Legal Research for Paralegal Studies (POLS) 2 credit hours An introduction to the skills needed in legal research and the available resources. Builds on the content of Legal Writing and continues with IRAC (see prerequisites below)</p> <p>Y214 Computer Aided Legal Research (POLS) 2 credit hours An introduction to the use of an electronic legal database and other law-related resources available on the web.</p> <p><i>. *Prerequisites:</i> W131 Elementary composition or Equivalent; Y 211 Introduction to Law; W233 Expository Writing</p>
	Fall	Spring	Summer (Session I)
2nd Year	<p>Y222 Litigation (POLS)*** 3 credit hours An overview of pre-trial case preparation, the right of subrogation, the duty to defend and insurance coverage 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.</p> <p><i>*Prerequisites:</i> W131 Elementary composition or Equivalent; Y 211 Introduction to Law; W233 Expository Writing; J260 Legal Research; J250 Computer Research</p> <p><i>** (Includes Paralegal Methods Seminar)</i></p> <p>Client Interviewing (6 -hour mandatory Saturday seminar)</p>	<p>X102 Business Organizations (BUS) 3 credit hours 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; issuance of stock; and an introduction to employee relations and benefit plan. <i>*Prerequisites:</i> W131 Elementary composition or Equivalent; Y 211 Introduction to Law; W233 Expository Writing; J260 Legal Research; J250 Computer Research</p> <p><i>** (Includes Paralegal Methods Seminar)</i></p>	<p>X102 Real Property (BUS) 3 credit hours 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. <i>**Prerequisites:</i> W131 Elementary composition or Equivalent; Y 211 Introduction to Law; W233 Expository Writing; J260 Legal Research; J250 Computer Research</p> <p><i>** (Includes Paralegal Methods Seminar)</i></p>

	Fall	Course Fees & Tuition	Program Advisor
3rd Year	<p>X102 Estate Planning & Probate Administration (BUS) 3 credit hours 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. <i>*Prerequisites:</i> W131 Elementary composition or Equivalent; Y211 Introduction to Law; W233 Expository Writing; J260 Legal Research; J250 Computer Research</p> <p><i>* Can take this course along with litigation in the 2nd year</i></p> <p>** (Includes Paralegal Methods seminars)</p> <p>Law Office Technology and Systems (6 hour mandatory Saturday seminar)</p>	<p>The tuition for Paralegal courses is the current fee per credit hour plus the current non-computer lab fee per course.</p> <p>Additional fees payable each semester include: student activity fees, technology fees and parking (optional). For complete and current fee information, visit the registrar=s web site: www.iusb.edu/~regr.</p> <p>Registration for the paralegal methods seminars are handled through the Extended Learning Services office, 574.520.4261.</p>	<p>Diana Hess Program Manager Extended Learning Services 574.520.4415, phone 574.520.4428, fax dhess@iusb.edu www.iusb.edu/~cted</p>
	<p>Paralegal Methods Seminars offered in conjunction with the substantive law courses are designed to:</p> <ul style="list-style-type: none"> • 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 	<p><u>Computer Competency Exam</u></p> <p>Prior to completing the program, you will be required to demonstrate your word processing competency. Tests will be scheduled four times in both fall and spring semesters. The fee is \$15. The schedule will be in the current semester continuing Education brochure or at www.iusb.edu/~cted and registration is handled through the ELS office 574-520-4261 or www.iusb.edu/~cted</p>	

Notes:

BUS = School of Business & Economics

POLS = Political Science

ENG/COAS = English/College of Arts and Sciences