Program Advisory Committee

Edward P. Benchik, partner, Shedlak & Benchik LLP  
Judy Dominy, vice president and trust officer, 1st Source Bank  
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Otis Grant, associate professor, Sociology & Anthropology, J.D. University of Connecticut School of Law  
Charles Leone, partner, Leone Halpin LLP, city attorney, South Bend, paralegal certificate faculty  
Beckie Mills, RP (Registered Paralegal), Marketing and recruiting coordinator, Baker & Daniels  
Patricia E. Primmer, partner, May Oberfell & Lorber  
Kathy Rubio-Hudgins, paralegal, president Michiana Paralegal Association

Curriculum

Y211 Introduction to Law (POLS/C0AS): 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)

Y221 Legal Research and Writing for Paralegal Studies (POLS/COAS): Development of research and communication skills special to the area of law. Includes methods of organizing and conducting legal research, resources available for legal research, presentation of findings in memoranda and briefs, and other forms of legal writing. (Prerequisites Y211 & W233)

Y222 Litigation for Paralegal Studies (POLS/COAS): 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 Y211, W233 & Y221)

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 Y211, W233 & Y221)

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 Y211, W233 & Y221)
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 Y211, W233 & Y221)

Paralegal Methods Seminars: Nine seminars (three-six hour Saturday 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 grade of “C” or better in basic computer skills course, i.e. CSCI -A106, or through CLEP testing.