

## Master Syllabus

### PAR 1101 - Paralegal Principles

**Division:** Business and Public Services

**Department:** Paralegal

**Credit Hour Total:** 3.0                      **Lecture Hrs:** 3.0

**Other Prerequisite(s):** AND Approval of Department , Restricted to Majors

**Date Revised:** March 2015

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### Course Description:

The paralegal's role in the legal system is introduced. The function of case law, statutes, administrative regulations, constitutions and court rules are explored.

### General Education Outcomes:

- ▣ Information Literacy Competency
- ▣ Critical Thinking/Problem Solving Competency
- ▣ Values/Citizenship/Community Competency

### Course Outcomes:

#### Sources of Law and Court Rules

Identify and analyze sources of law and court rules.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Students must attain a minimum of 79% on exams.

**Assessment Method:** Simulations

**Performance Criteria:** Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

#### Paralegal Profession

Identify role of paralegal in legal system.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Students must attain a minimum of 79% on exams.

**Assessment Method:** Simulations

**Performance Criteria:** Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

#### Ethical Rules for the Legal Profession

Identify and apply ethical rules for paralegals.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Students must attain a minimum of 79% on exams.

**Assessment Method:** Simulations

**Performance Criteria:** Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

### Outline:

Paralegal Profession  
Ethical Rules for the Legal Profession  
Sources of Law and Court Rules  
Comparing Civil and Criminal Process  
Legal Forms