

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

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