

Paralegal Schedule of Classes

COURSE #	CLASS	PREREQUISITES	RECOMMENDED CLASSES	CREDITS
POLS Y211	Introduction to Law (POLS) A survey of the legal system, including substantive principles relating to court jurisdiction, contracts, commercial law, property, negligence, international torts and criminal law. <i>(SUMMER I)</i>	None	None	3
ENG W233	Expository Writing (ENG) 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) <i>(SUMMER II)</i>	W131 Elementary Composition	Y211 Intro to Law	3
POLS Y221	Legal Research and Writing for Paralegal Studies (POLS): Development of research and communication skills special to the area of law. 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. <i>(FALL)</i>	W131 Elementary Composition A106 Introduction To Computing	Y211 Intro to Law W233 Expository Writing	3
POLS Y222	Litigation (POLS): 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. <i>(FALL)</i> Paralegal Methods in Litigation Seminar (in class) Client Interviewing Saturday Seminar (6 hrs) (FALL)		W131 Elementary Composition A106 Introduction To Computing Y211 Intro to Law W233 Expository Writing Y221 Legal Research and Writing for Paralegal Studies	3
BUS X102	Business Organizations (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. <i>(SPRING)</i> Paralegal Methods in Business Organizations Seminar (in class)		W131 Elementary Composition A106 Introduction To Computing Y211 Intro to Law W233 Expository Writing Y221 Legal Research and Writing for Paralegal Studies	3
POLS Y224	Real Property (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. <i>(SPRING)</i> Paralegal Methods in Real Property Seminar (in class)		W131 Elementary Composition A106 Introduction To Computing Y211 Intro to Law W233 Expository Writing Y221 Legal Research and Writing for Paralegal Studies	3
POLS Y229	Estate Law for Paralegal Studies (POL) This course reviews legal rules and procedures concerning the transfer of property upon the owner’s demise. Provides a practical approach to the language, procedures, forms, interpretation, and administration of wills and trusts. Emphasis on current trends in Indiana and federal law. <i>(SUMMER I)</i> Paralegal Methods in Estate Planning Seminar (in class) Paralegal Methods in Probate Seminar (in class) Law Office Technology and Systems Saturday Seminar (6 hrs) (SUMMER I)		W131 Elementary Composition A106 Introduction To Computing Y211 Intro to Law W233 Expository Writing Y221 Legal Research and Writing for Paralegal Studies	3

CSCI-A106 INTRODUCTION TO COMPUTING (3 CR). If you have sufficient knowledge of computing, you could earn the three credit hours of A106 by taking the CLEP test. Information regarding the CLEP testing is on the IUSB website at: <http://www.iusb.edu/~stusvcs/clep.shtml>. Please go to this website for instructions on taking the CLEP test for this option. Alternately go to OneStart on the IUSB home page, and type “CLEP” in the drop down box.

English: W131 “ELEMENTARY COMPOSITION” or its equivalent is required prior to any classes beyond “INTRODUCTION TO LAW”.

Computer Knowledge: A106 “INTRODUCTION TO COMPUTING” or its equivalent is required prior to any classes beyond “EXPOSITORY WRITING”