

**LAW
(BTS DIVISION)**

LAWPT-173 LEGAL PROCEDURES I (3 cr.) Introduces students to the technical skills required for working in a legal office or other legal environment. Instruction includes legal terminology, document format and preparation, and procedures as applied to a legal office. Credit based on achievement of competency goals. Pre-requisite: Admission to Legal Assistant program or consent of instructor.

LAWPT-190 DIRECTED STUDY IN LAW (1-6 cr.)

LAWPT-191 WORKSHOP IN LAW (1-6 cr.)

LAWPT-192 SPECIAL TOPIC IN LAW (1-6 cr.)

LAWPT-194 INTERNSHIP IN LAW (1-12 cr.)

LAWPT-219 LEGAL TERMINOLOGY (3 cr.) Looks at multiple areas of law and the legal terminology relevant to each area.

LAWPT-221 LEGAL TRANSCRIPTION (1-3 cr.) Instruction and intensive practice in transcription procedures. Students will produce mailable legal documents and correspondence from voice transcribers. May be repeated up to 3 credits.

LAWPT-223 LEGAL SUPPORT FUNDAMENTALS AND ETHICS (3 cr.) A survey of the history, description, and role of legal assistants and paralegals and the professional rules of conduct that govern their work with lawyers.

LAWPT-224 INTRODUCTION TO LAW (3 cr.) An introduction to the American legal system and the role the law plays in society. Course will focus on the following areas: Foundation of American Law, Dimensions of Public Law, and Dimensions of Private Law.

LAWPT-230 LEGAL RESEARCH AND WRITING I (3 cr.) Students will learn to identify, locate, and properly cite primary and secondary authority. The course will examine both on-line sources and sources available in a law library. Recommended pre-requisites: ENGL 101 or GNBPT 122 or consent of instructor.

LAWPT-233 BANKRUPTCY LAW AND PROCEDURES (3 cr.) Study of Bankruptcy Act relating to filing and completion of bankruptcy and wage earner proceedings.

LAWPT-253 LEGAL OFFICE EXPERIENCE (1-6 cr.) Field experience in a local law-related office providing supervised training in legal tasks.

LAWPT-265 BUSINESS LAW I (3 cr.) Course includes an introduction to the American legal system and contract, consumer, personal, criminal, real and personal property law, torts, the court system, and contemporary legal problems in the business environment.

LAWPT-274 LEGAL PROCEDURES II (3 cr.) Continuation of skill development begun in LAWPT 173 with emphasis on formatting and producing documents and correspondence in various areas of law.

LAWPT-290 DIRECTED STUDY IN LAW (1-6 cr.)

LAWPT-291 WORKSHOP IN LAW (1-6 cr.)

LAWPT-292 SPECIAL TOPICS IN LAW (1-6 cr.)

LAWPT-294 INTERNSHIP IN LAW (1-12 cr.)

LAWPT-296 COOPERATIVE EDUCATION IN LAW (1-6 cr.)

LAWPT-321 REAL ESTATE LAW AND PROCEDURES (3 cr.) The principles and theories of the law of real estate will be studied. In addition, the students will have a "hands-on" opportunity to study the theory to assist a lawyer practicing in the field of Real Estate. Pre-requisite: LAWPT 230 or consent of instructor.

LAWPT-322 PARALEGAL PROCEDURES FOR CRIMINAL LAW (3 cr.) Students will study the principles of criminal law, criminal procedures, the criminal justice system, and the US Constitution and how they relate to one another. Also, students will gain an understanding of the importance in representing and/or prosecuting the criminal client.

LAWPT-323 CIVIL LITIGATION (3 cr.) In-depth study of the first phases of the civil litigation process from the legal system through filing a civil lawsuit and conducting investigations. Overviews of trial and post-trial procedures are also provided. Throughout the course the students will build proficiency in the specific competencies required of them as a member of the legal team.

LAWPT-324 ADVANCED CIVIL LITIGATION (3 cr.) The course continues the students' in-depth education in the civil litigation process from motions practice through post-trial procedure. Throughout the course the students will build proficiency in the specific competencies required of them as a member of the legal team.

LAWPT-331 LEGAL RESEARCH AND WRITING II (3 cr.) Continuation of LAWPT 230 with an emphasis in legal writing. Pre-requisite: LAWPT 230 or consent of instructor.

LAWPT-332 WILLS, TRUSTS, AND ESTATES (3 cr.) Designed to give students an overview of the theory and principles in this area of the law. The course will look at the requirements and formalities of drafting and executing wills and trusts and will provide students with an understanding of the probate process.

LAWPT-341 BUSINESS ORGANIZATIONS (2 cr.) Study of the substantive and procedural law surrounding the five major business structures: sole proprietorships, general partnerships, limited partnerships, limited liability companies, and corporations. Emphasis is placed on organizational structure and the manner in which business organizations are formed, operated, maintained, and dissolved. Pre-requisite: LAWPT 230 or consent of instructor.

LAWPT-342 FAMILY LAW (3 cr.) This course examines the area of family law, including divorce, separation, custody, adoption, guardianship, and court procedures. In addition, students will prepare a variety of legal documents necessary in working with a family law attorney.

LAWPT-345 TORT LAW (3 cr.) Introduces students to the law of torts. This area of the law is concerned with an individual's rights with regard to civil wrongs. Pre-requisite: ENGL 101 or GNBPT 122 or consent of instructor.

LAWPT-365 BUSINESS LAW II (3 cr.) Course includes an introduction to the American legal system and contract, consumer, personal, criminal, real and personal property law, torts, the court system, and contemporary legal problems in the business environment. Students enrolled in this course will be required to complete more complex topic exercises in addition to a final research project.

LAWPT-367 INTERNSHIP IN LAW (1-6 cr.) Field experience working as a paralegal in local law offices or other law-related environment. Pre-requisite: consent of instructor.

LAWPT-390 DIRECTED STUDY IN LAW (1-6 cr.)

LAWPT-391 WORKSHOP IN LAW (1-6 cr.)

LAWPT-392 SPECIAL TOPICS IN LAW (1-6 cr.)

LAWPT-394 INTERNSHIP IN LAW (1-12 cr.)

LAWPT-490 DIRECTED STUDY IN LAW (1-6 cr.)

LAWPT-491 WORKSHOP IN LAW (1-6 cr.)

LAWPT-492 SPECIAL TOPICS IN LAW (1-6 cr.)

LAWPT-494 INTERNSHIP IN LAW (1-12 cr.)

LAWPT-496 COOPERATIVE EDUCATION IN LAW (1-6 cr.)