

# PALE 201 : Fundamentals of Paralegalism

This course is designed to offer the learners a basic understanding of the various functions of the legal assistant and his/her engagement in the American legal system and to build a foundation of basic knowledge and skill development which is necessary for someone seeking a career in the paralegal/legal assistant field.

**Credits** 3

**CIP Code**

22.0302

**Prerequisites**

(LIBR 150 may be taken concurrently).

**Prerequisite Courses**

ENGL 111

LIBR 150

**Course Outcomes**

After successfully completing the course, the learner will be able to:

- Organization and operation of the legal system.
- Functions of a paralegal in the practice of law and of the various specialty areas of the law, as well as the types of law practices.
- Legal and ethical responsibilities of a paralegal and of attorneys.
- Use and location of resources for legal research purposes.
- Necessary fundamental skills and techniques to assist an attorney in the daily practice of law and in drafting legal documents.
- Law office procedures involving gathering of factual information, investigative techniques, interviewing skills, assembly and summarizing information for the purpose of document preparation, claim settlement and trial.
- Procedures involved in civil litigation and criminal trials.
- How to locate relevant statutory and case law.
- Legal environment; the courts, law libraries, law offices and the computer equipment and software available and in use.
- Practice practical applications of the skills developed.