



2011 - 2012
Career and Technical Programs

**Offered by the Business
Department at Umpqua
Community College**
541.440.4663

lanec.edu

Paralegal Studies

**Two-Year Associate of Applied Science Degree,
Paralegal Studies**

**A collaboration between Umpqua Community
College and Lane Community College**

Lane now partners with Umpqua so that students may take classes at both institutions to become eligible for the AAS Degree in Paralegal Studies through Umpqua Community College. Students planning to complete the AAS program at Umpqua need to complete an advising session with *Deb Hupcey* at the *earliest opportunity*. A *well-planned course of study at Lane is essential prior to enrolling in LA courses to ensure a smooth transition to Umpqua*.

Lane students can complete most of the required courses at Lane before transferring to Umpqua. The remaining Umpqua courses are all offered online, and Co-operative Education (the practicum) is arranged locally through Lane, so students are able to transfer to Umpqua and complete an AAS degree without the need to travel out of the Lane County area for classes.

Students must complete the degree requirements listed in the UCC catalog under which they began their program within a five-year time span. To receive any degree from UCC, a student must maintain a 2.00 ("C") cumulative grade point average, attend UCC for two terms including the last, and complete a minimum of 24-credit hours at UCC. Please see the appropriate Umpqua catalog for graduation requirements.

Purpose The UCC two-year associate degree Paralegal Studies prepares students for highly responsible entry-level positions as paralegals or legal assistants. Students take first year courses that provide them with basic competencies and practical skills. In the second year, students broaden their education by taking classes in specialty areas targeted to achieve the legal skills necessary to assist in the legal activities of law firms, businesses, insurance companies, financial institutions, public agencies, title companies, or government offices. The curriculum is designed to prepare the future paralegal professional with both a theoretical understanding of the world of law and the practical skills necessary to succeed.

Prerequisites The entering Lane student must place at least into WR 121 and MTH 065, or take classes to reach these levels before enrolling in program courses. Acceptance into Umpqua's Paralegal Program will be postponed if placement is below MTH 060 and WR 115. Before enrolling in BA 214 Business Communications at Lane, students must pass a Language Skills and Proofreading test in the Testing office or pass BT 108 Business Proofreading and Editing. Students are expected to have the ability to accurately type 40 words per minute. The Business Department at Lane offers free placement tests to assist students

in determining skill levels. Students who are unable to meet the minimum requirements should consider completing keyboarding and/or skillbuilding courses to reach the required skill level. Additional testing information and schedule details are available at: lanec.edu/business/testing. All courses must be taken for a letter grade and passed with a grade of "C" or better.

Learning Outcomes The graduate of the Associate of Applied Science program will have the following competencies:

- awareness of the Code of Professional Responsibility governing lawyers and have an understanding of the importance of client confidentiality and the attorney-client privilege in the legal profession.
- awareness of the importance of accuracy in the law office and knowledge and understanding of the legal and ethical duties requiring prompt and timely responses to client's legal problems.
- accepted grammatical and organizational skills in drafting letters and legal documents as required by the employer.
- knowledge of the differences and similarities between criminal law and procedure and civil law and procedure.
- recognition of the basic foundation, uniqueness and importance of administrative law in our society.
- the ability to draft a basic interoffice legal memorandum.
- the ability to distinguish between primary and secondary sources of law and identify one law library publication containing each source.
- competence in the use of the West Digest publication and a state reporter in finding and reporting current law on assigned topics.
- the ability to explain the basis of tort law in the United States as it has developed and is developing using the tort of negligence as a basis of discussion.
- basic application skills in analysis of a legal problem.
- the ability to draft a basic complaint in the style of the employer and, if appropriate, to demonstrate the ability to view a tort as a cause of action based upon independent elements.
- awareness of and the ability to apply the civil rules of procedure and any appropriate local rules in responding to a complaint alleging a cause of action based upon a tort.
- the ability to prepare client responses to a formal discovery device which demonstrates an understanding of the function of the complaint and answer which complies with state and local rules of civil procedures.
- the ability to engage in basic interviewing and investigation in order to gather and develop facts necessary to the employer to evaluate the client's case or to prepare for a possible settlement of the case.
- cognizance of pretrial and trial procedures and the role of the paralegal in assisting the attorney in these stages.
- understanding of a trust document, know the meaning of the legal terms most often associated with the basic trust document and appreciate the meaning of and duties involved in a fiduciary relationship.
- recognition of the basic difference between testate and intestate succession and the ability, under the supervision of a lawyer, to prepare a valid last will and testament.

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- knowledge of the forms and pleading associated with the most probate proceedings and the ability to collect the necessary information required by most probate proceedings.
- knowledge of the differences between substantive criminal law and procedural criminal law.
- understanding of the significant differences and similarities in the legal status of sole proprietorships, partnerships and corporations.
- the ability to utilize an employer-prepared or approved form or checklist for gathering information necessary to draft partnership agreements, corporation formation documents, and other business organizations as assigned.
- the ability to explain the generic advantages and disadvantages of each form of business organization.
- fundamental understanding of the basic concepts of property law and the ability to distinguish between real and personal property.
- the ability to identify the principles of bailments, including types of the duty of care involved in each type and to recognize a bailment situation.
- the ability to describe a basic principle-agent relationship and the law of agency as utilized in legal and business situations.
- the ability to use the Microsoft Word program to create, organize, change and present letter and legal documents for the law office.

Cooperative Education (Co-op) Co-op offers students graded college credit for on-the-job work experience related to educational and career goals. Through Co-op, students connect theory and practice, develop skills, expand career knowledge, and make contacts for future employment. Four credits of Co-op are required for Umpqua's AAS degree. Additional Co-op credit is strongly recommended as an elective. Contact Jamie Kelsch, Legal Assistant Co-op Coordinator, Bldg. 19, Rm. 253A, 541.463.5540, kelschj@lanec.edu

CC Paralegal Coordinator Crystal Sullivan, 541.440.4663, Crystal.Sullivan@umpqua.edu

Lane Courses

MTH 065 Beginning Algebra.....	4
WR 121 Introduction to Academic Writing	4
LA 100 Legal Procedures.....	4
LA 102 Legal Terminology	3
BT 108 Business Proofreading and Editing	4
CS 120 Concepts of Comp: Information Processing	4
LA 101 Introduction to Paralegal Studies	3
LA 128 Legal Procedures 2.....	4
BA 211 Financial Accounting	4
LA 132 Ethics for the Legal Professional	3
LA 105 Civil Litigation.....	3
BA 214 Business Communications	4
BA 280L Co-op Ed: Legal Assistant	3
Choice of:	
SP 105 Listening and Critical Thinking.....	4
SP 218 Interpersonal Communication.....	4
BA 101 Introduction to Business	4
BA 226 Business Law	4
BA 280L Co-op Ed: Legal Assistant	3
Electives or Co-op Ed (Need 7 Credits)	
BA 213 Managerial Accounting.....	4
BA 281 Personal Finance	4
BT 017 Keyboard Skillbuilding 3	3
(If needed to reach 45 wpm)	
BT 123 MS EXCEL for Business	4
CIS 125D Software Tools 1: Databases.....	4
CJA 220 Introduction to Criminal Law.....	3

CJA 201 Juvenile Delinquency	3
SP 111 Fundamentals of Public Speaking.....	4
WR 122 Composition:	
Argument, Style and Research.....	4
WR 227 Technical Writing	4

Total Credits 69

Or Equivalent Umpqua Courses:

MTH 065 Beginning Algebra.....	4
WR 121 Introduction to Academic Writing	4
LA 100 Legal Procedures.....	4
OA 240 Legal Terminology	3
OA 128 Editing for Business	3
CIS 120 Intro to CIS	4
LA 101 Introduction to Paralegal Studies	3
LA 128 Legal Procedures II.....	4
BA 211 Principles of Accounting.....	3
LA 132 Ethics for the Legal Professional.....	3
LA 105 Civil Litigation.....	3
BA 214 Business Communications	3
LA 280 Cooperative Work Experience.....	2
Any UCC Approved Human Relations Course	3
(See Umpqua's catalog for a complete list)	
BA 101 Introduction to Business	4
BA 226 Business Law	4
LA 280 Cooperative Work Experience.....	2
Electives from Approved List or CWE (Need 7 Credits)	
BA 213 Principles of Accounting.....	3
BA 218 Personal Finance	3
OA 110 or 124 Keyboarding	3
(If needed to reach 45 wpm)	
CIS 125S Spreadsheets.....	3
CIS 125D Database	3
CJ 105 Concepts of Criminal Law	3
CJ 230 Intro to Juvenile Justice System	3
SP 111 Fundamentals of Public Speaking.....	3
WR 121 Composition: Argument, Style and Research	4
WR 227 Technical Report Writing	3

Total Credits 63

(See Umpqua's catalog for a complete list of electives)

Additional Required Umpqua Courses for AAS

BA 231 Microcomputers in Business.....	4
LA 204 Legal Research and Writing.....	3
LA 208 Family Law	3
LA 210 Wills Probate and Estates	3
LA 226 Criminal Law for Paralegals.....	3
LA 217 Real Estate Law	3
LA 224 Torts-Pleadings and Practice.....	4
LA 222 Contract Law	3
LA 230 Elder Law	3

Total Credits 29

an equal opportunity/affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act 6/11

Standard footnotes:

* Prerequisite required

B Must be passed with grade of "B" or better to use as a prerequisite

D Degree or certificate requirement; must be passed with grade of "C-" or better

G Must be taken for a grade, not P/NP; major requirement

R Required for AAS degree