Course Descriptions for all PARALEGAL courses
(in order by semester)

CMTH 102 Speech Communication (Cr3) (3:0)
Basic principles of communication theory and practice, including speech preparation and delivery, and the effective use of critical thinking and listening in relation to intrapersonal, interpersonal, intercultural, and group communication.

ENGL 101 English I (Cr3) (3:0)
A writing-intensive course giving close attention to the process of writing through networked workshops and conferences involved in preparation and revision of drafts. The course develops skills in logical and focused writing, through development of a main point by means of supporting ideas and evidence. In addition, students learn to integrate information from secondary sources through the use of summary, paraphrase, and direct quotation in various forms of thesis-based writing. Prereq. - Competence in reading and writing as determined by English Department through testing and/or course work. Approved for the Honors Program.

OFAD 101 Keyboarding & Formatting Essentials I (Cr3) (3:0)
This course will focus on the introduction and development keyboarding methodology through touch typing. Emphasis will also be placed on the formatting skills required to master the preparation of business letters, reports, tables, memorandums, and resumes. Correct technique is strongly encouraged, and a minimum typing speed of 30 words per minute is required to successfully complete the course.

PARL 101 Introduction to Paralegal Studies (Cr3) (3:0)
Basic introduction to the American legal system and the variety of work done in the public and private practice of law by attorneys and paralegals working under the supervision of attorneys; emphasis on substantive and procedural aspects of law and the role of paralegals in accomplishing varied tasks within the legal system; examination of the structure and operation of the federal and state court systems; discussion of the ethical considerations inherent in the performance of various functions by paralegals. Formerly PARL 180.

PARL 153 Real Estate Law (Cr3) (3:0)
Designed to prepare the student to become a legal office administrative support person who is either a paralegal or legal office administrator; basic concepts of the law of real property and rules affecting ownership, and transfer of ownership of real property; preparation of deeds, mortgages, title search and leases, including accumulating data and information needed to complete the above forms. Cross-listed as OFAD 153; only one may be applied to a degree. Pre- or coreq. - PARL 101; Prereq. - word processing skill using Microsoft Word. Offered fall semester only.

ENGL 151 English II (Cr3) (3:0)
Students continue to develop the academic writing and critical reading skills begun in English I. Students may elect to work on introduction to literature (L), report writing (R), or technical writing (T). Prereq.- ENGL 101. ENGL 151L (literature option) is approved for the Honors Program and has a designated as a Diversity (D) core course.
**OFAD 125 WordPerfect (Cr3) (3:0)**
This course will focus on the development of the skills required to prepare, format and save documents using WordPerfect software as required in a professional office environment. Emphasis will be placed on document accuracy; including formatting, spelling and grammar, as well as overall professional appearance. Particular attention will be paid to mastering file management, composing and producing professional quality correspondence, including emails, resumes and cover letters.

**OFAD 163 Law Office Procedures (Cr3) (3:0)**
Legal software for billing and docket control, procedures for filing, phone techniques, and appropriate handling of clients in a legal setting; divorce, bankruptcy, and keyboarding of wills. Prereq. - word processing skill using Microsoft Word or Word Perfect. Offered spring semester only.

**PARL 187 Litigation Practice and Procedure (Cr3) (3:0)**
Civil litigation including appeals, drafting pleadings, interrogatories, depositions, and motions; aspects of criminal practice. Pre- or coreq. - PARL 101; Prereq. - typing skill.

**ACCT 100 Accounting for Non-Accountants (Cr3) (3:0)**
Introduces financial concepts to non-business majors; emphasizes the preparation of internal and external reports for use in the decision making process of business entities. Only one of the following: ACCT 100 or ACCT 101 may be applied to a degree. ACCT 100 cannot be used as a substitute for ACCT 101.

**OFAD 141 Introduction to Word (Cr1) (1:0)**
This introductory course is designed for personal and / or vocational use for students wishing to master the fundamentals of Microsoft Word; creation and formatting of letters, reports, labels and flyers; insertion of graphic components to Word documents and introduction to mail merge.

**OFAD 142 Introduction to Excel (Cr1) (1:0)**
This introductory course is designed for personal and / or vocational use for students wishing to master the fundamentals of Microsoft Excel; creation and formatting of worksheets and charts, creation of formulas, use of functions and graphic features of Excel.

**OFAD 144 Introduction to Outlook (Cr1) (1:0)**
This introductory course develops skill in utilizing all components of Microsoft Outlook, an information management application that provides tools to send and receive email, organize schedules and events, maintain contacts, to-do-lists and notes. Organizing and managing information is a fundamental skill required in today's society, and while anyone can benefit from this course, these skills are extremely important to those preparing for a career in a business, legal, or medical office. Also available in a hybrid format.

**PARL 215G Legal Research and Writing (Cr3) (3:0)**
This course provides practical experience locating and applying conventional and computerized legal research resources in the investigation and resolution of typical fact scenarios and legal issues. Emphasis is placed on preparing for the role of the paralegal performing legal research in an attorney-supervised law office. Students will become familiar with basic legal writing principles and the incorporation of legal research results into traditional writing exercises such as case briefs and legal research memoranda. Prereq.- ENGL 151 and PARL 101. CORE:WI