

# Minnesota State University Moorhead

## PARA 125: Introduction to Paralegal

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: 0

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Provides an overview of the paralegal profession and the legal system to assist students in their career decision making process.

**B. COURSE EFFECTIVE DATES:** 02/20/2002 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Introduction and overview.
2. History and development of the career.
3. Paralegal Employment.
4. Regulation of paralegals.
5. Introduction to the legal system.
6. Introduction to legal analysis and research.
7. Management in the law office.
8. Personnel administration.
9. Communication within the law office.
10. Time management.
11. Overview of systems in the office.
12. Guest speakers .

### D. LEARNING OUTCOMES (General)

1. To provide students with an understanding of the definitions of a paralegal.
2. To present an overview of the various tasks and roles of a paralegal, as well as the relationship between attorney and paralegal.
3. To present general information regarding job prospects, trends, salaries, etc.
4. To learn how to study law.
5. To introduce students to Minnesota State University Moorhead's Paralegal Department.
6. To study the history and future of regulation of paralegals, including rules of ethics.
7. To help the students evaluate their level of interest in a career as a paralegal.
8. To introduce the students to the legal system including classifications of laws and their development.
9. To introduce the students to the various organizational forms of law practice.
10. To introduce the students to various forms of management systems within law offices, including personnel, communication, time management, file organization, etc.

**E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

None

**F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted