

LAW (LAAW)

LAAW 101 Introduction to Law and Legal Assisting 3 cr.

This course surveys the philosophical background of the Federal and State systems of jurisprudence. It includes an introduction to the nature and functions of the agencies responsible for administration of State law and examines the role of the paralegal in relation to the supervising attorney with regard to both ethical and professional concerns.

LAAW 104 Introduction to Litigation 3 cr.

This course provides an analysis of the common types of litigation, premises of litigation, sources of law, the court systems, attorneys, types of suits, usual defenses, New Jersey civil procedure, discovery procedures, court procedures, trial, post-trial motion, appeal, enforcement of judgment. Particular attention is focused on the role of the legal assistant in preparation of documents and assistance to attorneys in matters of litigation.

Prerequisite(s): LAAW 101

LAAW 106 Mediation and Conflict Resolution 3 cr.

This course focuses on the emerging field of conflict resolution as it relates to the paralegal. The course emphasizes alternative methods of resolving legal conflicts. The philosophy of the course embodies the idea that alternative methods of conflict resolution improves the quality of decision-making, develops a greater capacity for avoiding protracted disputes and creates a culture of cooperation. These are skills necessary for the paralegal as the field of law evolves from confrontation to cooperation.

LAAW 201 Legal Research and Writing for Paralegals 3 cr.

This course provides an introduction to legal research and writing designed for the legal assistant. The student will become familiar with the law library and the various legal reference material needed in determining the applicable law. Students will write memoranda presenting the results of the research. The course will contain several problems requiring legal research and memorandum writing utilizing statutes, case reports, citators, encyclopedias and other reference material.

Prerequisite(s): LAAW 101, ENGL 142 or ENGL 151

LAAW 203 Law Office Management 3 cr.

This course is designed to prepare the paralegal to understand, work within, and manage a law office, with an emphasis on technology. The functions and skills of planning, organizing, controlling and directing a law office are explored along with the parameters and policies of the business of law. This will provide a strong foundation upon which to build a legal career.

Prerequisite(s): take LAAW 101

LAAW 204 Estate Administration 3 cr.

This course is a survey of the principles of law and the specific statutes and codes relating to wills and trusts. The matter of intestacy is also studied, as well as the organization and jurisdiction of probate court. Additional topics include the planning and administration of estates and tax implications thereof.

LAAW 206 Family Law 3 cr.

This course is the study of the legal and practical application of Family Law as it applies to the paralegal. The course covers the law regarding topics such as marriage and divorce, custody issues and adoption.