



NON-CREDIT PROGRAMS

PARALEGAL COURSE

Program Description-

This course taught by experienced attorneys and legal professionals, provides basic knowledge and practical skills necessary for a career as a paralegal.

Pursue employment with:

- Law Firms
- Corporate Legal Depts.
- Private Companies
- Government Agencies

A paralegal's main function is to support lawyers in their work. Even though paralegals are trained in law and in legal research methods just like lawyers, they are not allowed to set legal fees, appear in a court of law as a person's legal representative, provide legal advice or sign any court documents as a legal representative.



YORK COUNTY COMMUNITY COLLEGE
PARALEGAL COURSE

Searching
for the right career?

Considering
a change in profession?

Start on the Path to a
New Career Now!

Course fee:

\$625.00

(plus cost of books)

To register call: (207)216-4344



Assigned Reading

Date

INTRO

Chapt 1

Sept. 4 Intro to paralegal career; career opportunities, job requirements; resumes; job applications

ETHICS

Chapt 2

Sept. 8 Ethical responsibilities of the legal profession

LAW OFFICE

Chapt 3 Sec. 3.4.2 through 3.13.14 and 3.15-3.17.5

Sept. 11 Elements of the job; office procedures; docket control; file management

CONTRACTS

Chapt 12

Sept. 15 Essential elements; types ; enforcement

CONTRACTS (Cont.)

Sept. 18

TORTS

Chapt 13

Sept. 22 Types and elements of torts; defenses to tort actions

BILLING, ACCOUNTING

Chapt. 5

LEGAL DOCS

Chapt. 7

Sept. 25 Billing, accounting; written communication; style in legal documents; preparation of legal documents

LITIGATION

Chapt. 11

Sept. 29 File maintenance; documents, court procedure; trial preparation

LITIGATION (Cont.)

Oct. 2

LIBRARY

Chapt. 8

Oct. 6 Law library and research; primary and secondary authorities; legal research methods and tools

LIBRARY (Cont.)

Oct. 9

LIBRARY (Cont.)

Oct. 16

Oct. 20

COURTS

Chapt. 9

ADMIN. AGENCIES

Chapt. 10

Courts and administrative agencies; American judicial system; Federal and state administrative agencies

Oct. 23

BUSINESS ORGS.

Chapt. 16

Business organizations; corporations; partnerships; limited liability companies; sole proprietorships

Oct. 27

ESTATE PLANNING

Chapt 18

Estate planning; wills and trusts; powers of attorney; advance directives; elder law; taxation

Oct. 30

ESTATE PLANNING (cont.)

Nov. 3

BANKRUPTCY

Chapt. 20

Bankruptcy and debtor/creditor relations; types of bankruptcies; court proceedings; foreclosures

Nov. 6

Guest Speaker

Nov. 10

CRIMINAL LAW

Chapt 14

Criminal law and procedure; sources of criminal law; classes of crimes; criminal proceedings

Nov. 13

CRIMINAL LAW (Cont.)

Nov. 17

FAMILY LAW

Chapt. 15

Marriage; divorce; guardianship/conservatorship; adoption

Nov. 20

ESTATES AND GUARDIANS

Estates and Guardianships; probate proceedings and documents;
estate settlement; taxation

Nov. 24

ESTATES AND GUARDIANS (Cont.)

Dec. 1

REAL ESTATE

Chapt 17

Types of ownership; title; conveyance; document preparation; closings

Dec. 4

REAL ESTATE (Cont.)

Dec. 8

Reserve for exams; continuation of topics

Dec. 8 or 11

Present Certificates

**Projects and exams will be assigned throughout the course
Schedule may be changed to accommodate guest speakers**