

COURSE DESCRIPTIONS
LEGAL STUDIES CERTIFICATE PROGRAMS
(General, Corporate Law, Criminal Law, Health Law, Litigation)
(All courses not offered in each semester. All courses 3 credits unless otherwise indicated.)

Updated 9.30.2026

Courses in each certificate are listed in the chart that follows these descriptions.

LEID 302 AI TECHNOLOGY & THE LAW (online)

Artificial intelligence is transforming every aspect of legal practice: how we research case law, review documents, draft contracts, and manage client communications. This course prepares paralegal students to work confidently and competently with AI-powered legal technologies while understanding the legal and ethical frameworks that govern their use. It is built around the paralegal's daily workflow: hands-on tool proficiency, prompt engineering for legal tasks, AI-assisted research and drafting, e-discovery automation, and the professional responsibility standards that apply to non-attorney legal professionals using AI. **This is a legal specialty course.** (Pre or co-requisites: Introduction to Law or Introduction to Legal Nurse Consultant and Legal Research)

LEID 206 BUSINESS ORGANIZATIONS (online)

Comprehensive survey of the law of business associations from sole entrepreneur through partnership and corporate formation. Discussion of merger, acquisition, director's liability and other corporate law topics. Emphasis is also placed on shareholder agreements, classes of shares, rights of first refusal, methods of financing, and voting trusts. **This is a legal specialty course.** (Pre or co-requisite: Introduction to Law or Introduction to Legal Nurse Consultant and Legal Research) **This is a writing enriched course.**

LEID 205 CIVIL PRACTICE (online)

An examination of civil practice and procedure beginning with the filing of a complaint and extending through discovery, pre-trial motions, trial, post-trial motions, and appeal. Emphasis is also placed on course of action, time limitations, case investigations, purposes of motions, depositions, settlements and dismissals. **This is a legal specialty course.** (Pre or co-requisites: Introduction to Law or Introduction to Legal Nurse Consultant) **This is a writing enriched course.**

LEID 238 COMPUTER TECHNOLOGY AND THE LAW (online)

This course has been designed to provide the student with in-depth exposure to technology techniques used in the litigation process. The class will be divided into litigation teams and will manage the litigation, its discovery and its trial presentation with the aid of exemplar computer programs used in the industry. Students will have hands-on training in software programs and their application in the litigation process. **This is a legal specialty course.** (Pre or co-requisites: Introduction to Law or Introduction to Legal Nurse Consultant and Legal Research)

LEID 106 CONTRACT LAW (online)

A survey of basic contract law provides students with the history and development of contract law in the United States. This course will examine the necessary elements of a contract, enforcement of contracts, remedies for breach of contract, drafting of documents and analysis of case situations that the paralegal may encounter in practice. **This is a legal specialty course.** (Pre or co-requisites: Introduction to Law and Legal Research)

LEID 245 CRIMINAL LAW AND PROCEDURE (online)

This course provides students with an overview and analysis of the American system of criminal justice including the crime problem, police judicial system and correctional agencies. Students will be exposed to intake forms in the criminal system from arraignment to prosecution. Students will also learn about the areas of bail arraignment, alternate resolutions, pretrial motions, trial skills and sentencing. Students will also be provided a clinic like experience with ample opportunity to have practical skills training within each level of the criminal law process. **This is a legal specialty course.** (Pre or co-requisite: Introduction to Law or Introduction to Legal Nurse Consultant)

LEID 296 CYBERSECURITY & PRIVACY (online)

This course, in its overview of cybersecurity and privacy, will include a brief review of internet history and key terminology and examine the reasoning behind the relentless attacks by cyber criminals and hackers. Students will review international and domestic laws, examine private internet governance, and discuss online privacy and personal data protection. Practical skills such as contract data extraction, privacy language templates review, management of intellectual property portfolios, and review and summary of fast-moving legislation will be addressed. This is a non-legal specialty course. (Pre or co-requisites: Introduction to Law and Legal Research)

LEID 303 DATA SECURITY (online)

This course equips students with the knowledge and practical skills to safeguard sensitive information in law firms, corporate legal departments, healthcare organizations, and government agencies. Students will explore the legal, ethical, and operational responsibilities surrounding the protection of client data, privileged communications, and electronically stored information. E-Discovery will also be explored. **This is a legal specialty course.** (Pre or co-requisites: Introduction to Law or Introduction to Legal Nurse Consultant and Legal Research)

LEID 276 E-DISCOVERY (online)

This course provides a framework for discussion of the issues surrounding the discovery of electronically stored information. The course includes use of an online learning platform that will include a lab cost to the student. The course will address the identification and preservation of electronic materials, as well as technical aspects of reviewing and producing those relevant documents. Areas of interest will include information management, collection, processing, technology, production and presentation. Metadata, privilege, spoliation and authentication will also be a focus. Use of these documents for trial presentation will be a highlight. **This is a legal specialty course.** (Pre or co-requisite: Introduction to Law)

LEID 212 ETHICS (online)

An introduction to paralegal studies and the fundamentals of paralegalism with a comprehensive survey of professional responsibility issues for legal assistants, including the study of the American Bar Association's Model Code and Model Rules of Professional Responsibility and various professional paralegal associations' codes of ethics. Students will also explore licensing and regulating issues. **This is a legal specialty course.** (Pre or co-requisite: Introduction to Law or Introduction to Legal Nurse Consultant) **This is a writing enriched course. Students must attain a minimum grade of C for this class.**

LEID 127 FILE MANAGEMENT & E-FILING FOR THE PARALEGAL (online)

Students will be given various case files, including correspondence, pleadings, discovery (i.e., interrogatories, requests for production, deposition notices, etc.), deposition transcripts, attorney notes, research, and other typical documents which may be found in a real-life case file. Class discussion will deal with how to (i) properly organize a case file, (ii) digest depositions, (iii) prepare pleading and discovery binders, and (iv) preparation of tickler and calendar system. Each student will turn in a completely organized case file at the end of the semester. This class is intended to give students practical experience in file management. This class has no exams, but multiple projects. **This is a legal specialty course.** (Pre or co-requisite: Introduction to Law and Legal Research)

LEID 222 HEALTH CARE LAW & ETHICS (online)

Course involves the legal aspects involved in today's health-care field as it relates to the health-care providers, the administrative staff, the patient and the health insurance companies. Current legislation and regulatory issues will be explored along with legal aspects of medical ethics. **This is a legal specialty course.** (Prerequisite: Introduction to Legal Nurse Consultant or Introduction to Law, and Legal Research) **This is a writing enriched course.**

LEID101 INTRODUCTION TO LAW (synchronous online)

An introduction to the legal system and an explanation of the legislative and judicial process. Emphasis will be placed on jurisdiction, the development of the law through the court systems, torts, criminal law and procedure, business law, property law, family law and contracts. Students will attain a working knowledge of legal terminology and acquire an understanding of our legal system. Specifically, students will gain an understanding of the following: role of the paralegal in the legal system; classification of federal vs. state and civil law vs. criminal; civil litigation and the role of the paralegal including pleadings and trial preparation; identification of basic torts and their defenses; basic contract elements; types of real and personal property; legal consequences of marriage and divorce; and elements of crimes and defenses to crimes. **This is a legal specialty course.** (Prerequisite: None) **Students must attain a minimum grade of C for this class.**

LEID 231 INTRODUCTION TO LEGAL NURSE CONSULTANT (synchronous online)

Exploration of the role of the Legal Nurse Consultant in the legal field. Areas of practice and professional responsibilities of the Legal Nurse Consultant will be examined. Basic introduction into legal terminology will be introduced. This course will also allow a student to gain a basic understanding of the history of LNC, opportunities and professional associations and credentialing; understanding of various LNC practice forums; Federal/State courts and the judicial system; the trial process including discovery, expert witnesses, medical examinations, exhibit preparation and Alternative Dispute Resolution (ADR); medical record review and trends in electronic medical records (EMRs); healthcare liability issues; and understanding the LNCs roles in popular settings. **This is a legal specialty course.** (Prerequisite: None)

LEID 211 LAW OFFICE MANAGEMENT (online)

A review of the common management techniques used in law offices, including case management, document control, time accounting, trust accounting and other elements of the well-managed law practice. Emphasis is also placed on employment policies, hiring policies, discrimination in the workplace, revenue and expenses, professional development and law office disasters. This is a non-legal specialty course. (Pre or co-requisite: Introduction to Law)

LEID 110 LEGAL DOCUMENT DRAFTING (online)

This course consists of hands-on practical experience through drafting of documents applicable to various legal environments. Students will use mock scenarios where they represent clients and draft documents to fit their clients' needs in the role of a paralegal. **This is a legal specialty course.** (Pre or co-requisite: Introduction to Law and Legal Research)

LEID 102 LEGAL RESEARCH (synchronous online)

This course is designed to introduce students to the fundamentals of legal research. A general overview of the state and federal court system serves as a foundation for the course. Students are provided with hands-on training in the use of primary and secondary legal sources including cases, constitutions, statutes, administrative regulations, treatises, legal encyclopedias, and legal periodicals. Research tools such as digests, citators, annotated statutes and form books are utilized. Students will also be provided with computer assisted legal research and will learn how to use proper Bluebook citation. **This is a legal specialty course.** (Pre or co-requisite: Introduction to Law or Introduction to Legal Nurse Consultant) **This is a writing enriched course. Students must attain a minimum grade of C for this class.**

LEID 104 LEGAL WRITING (synchronous online)

This course provides students with fundamentals of case analysis and the techniques of legal writing including citation form, cite checking and the legal office memorandum. Students will further learn the differences between legal opinions and persuasive arguments. Components of a case, including facts, issue, holding and reasoning with synthesis of these components when reviewing multiple cases will be emphasized. Students will learn how to prepare client correspondence, briefs and memorandum. **This is a legal specialty course.** (Pre or co-requisite: Introduction to Law or Introduction to Legal Nurse Consultant and Legal Research) **This is a writing enriched course. Students must attain a minimum grade of C for this class.**

LEID 220 MEDICAL MALPRACTICE (online)

This course will consist of the following topics: Establishing the Professional Relationship, Negligence--Based Claims, Informed Decision Making, Causation and Damages, Affirmative Defenses, Limitations and Immunities, Vicarious Liability and Multiple Defendants, Hospital Liability, Contract, Warranty and Strict Liability, and Reform action of the Litigation System. Students will be introduced to topics such as the historical development of this area of law and litigation, risk management and prevention issues, insurance issues, discovery issues, causation and investigation, pretrial issues specific to medical malpractice claims, and trial of these claims. This is a non-legal specialty course. (Pre or co-requisites: Introduction to Law and Legal Research)

LEID 232 PRINCIPLES AND PRACTICES OF THE LEGAL NURSE CONSULTANT (online)

A comprehensive application of major functions of a legal nurse consultant. Students will analyze cases from both plaintiff and defense prospective and examine the Legal Nurse Consultant's role in civil practice, further analysis of medical records, the trial process and development of life care plans. The Trial Preparation, Alternate Dispute Resolution, Settlement, Arbitration and Mediation, Interacting with Defense Clients, Locating and Working with Expert Witnesses, and Communication with Plaintiff Clients will also be introduced. **This is a legal specialty course.** (Pre or co-requisite: Introduction to Legal Nurse Consultant and Legal Research)

LEID 213 TORTS (online)

Complete overview of tort and personal injury law. Emphasis will be placed on intentional torts, tort defenses, negligence, strict liability and products liability. Tort immunities and specific tort actions of nuisance and wrongful death will also be covered. **This is a legal specialty course.** (Pre or co-requisites: Introduction to Law or Introduction to Legal Nurse Consultant and Legal Research)

LEID 204 TRIAL PROCESS (online)

This class is a study of the trial process, examining pre-trial preparation and documentation, making a trial notebook, and preparing complex litigation for trial. Post-trial motion practice and appellate practice are also discussed. Emphasis will be placed on jury selection, opening statements, evidence, direct and cross examination, and closing arguments. **This is a legal specialty course.** (Pre or co-requisites: Introduction to Law and Legal Research)

LEID 201 WILLS & TRUSTS (online)

Study of the law of testamentary disposition, of the common instruments used in testamentary dispositions, the formalities for validity, construction and interpretation of wills, trusts and other post-death transfer devices. Emphasis will be placed on the probate process, estate administration and federal and state tax concerns. **This is a legal specialty course.** (Pre or co-requisite: Introduction to Law or Introduction to Legal Nurse Consultant and Legal Research)
This is a writing enriched course.

LEID 278 CAREER DEVELOPMENT FOR PARALEGALS (online)

In this course, students will concentrate their studies on career development for new legal professionals. Students will develop new resumes and cover letters and revise existing writing samples in preparation for entering the job market. With individual guidance from the instructor, students will produce a primary resume and alternative resume(s) based upon their unique education and professional experience using the latest techniques in resume development. Students will have the opportunity to participate in mock interviews, develop and use an “elevator pitch,” and will utilize a variety of social media tools to manage their developing careers. Students will study the hiring process for employment with solo practitioners, medium and large law firms, as well as state and federal government agencies. This course will also include a focus on the role of a mentor, membership in professional organizations and networking. **This is a legal specialty course.** (Pre or co-requisites: Introduction to Law and Ethics)

LEID 209 PRACTICUM (seated)

Internship and externship experiences for paralegal studies students. Practicum opportunities are available on campus with one of the law school’s clinical programs. Off-campus experiences include working in law firms, corporations, law enforcement or public agencies and the court systems. **This is a legal specialty course.** (Prerequisites: Introduction to Law, Legal Research, Legal Writing and Civil Practice)