

**125 Precalculus (4)**

A study of topics in algebra and trigonometry that are used in calculus. Topics include functions, advanced algebra, logarithmic and exponential functions, and trigonometry. Students who successfully complete this course will have the mathematics background needed to study calculus. *Prerequisite: Two years of high school algebra or Mathematics 105.*

**235 Calculus and Analytic Geometry I (4)**

An introduction to the fundamentals of differentiation and integration applications. *Prerequisite: High school precalculus (algebra and trigonometry) or Mathematics 125.*

**Music (MUS)**

**335 World Music (3)**

A survey/appreciation course to stimulate interest in music of other cultures, including Eastern, Latin American, African, and Spanish civilizations.

**Paralegal Studies (PLS)**

**121 Legal Writing and Drafting (3)**

A course focusing on the fundamentals of good writing and the effective use of English, both to inform and to persuade. Students develop these skills and apply them to the drafting of basic legal documents.

**205 The American Legal System (3)**

A comprehensive study of the nature of the judiciary and the court system and the major function the law serves in modern society. Students learn 1) the general structure of the U.S. legal system at the federal, state, and local levels, 2) the roles of the various officials involved in the court system, 3) the differences in function and procedure among trial courts, appellate courts, and administrative hearings, 4) the difference between substantive and procedural law, and 5) the difference between criminal and civil law. Special attention is given to the detailed structure of the state and local courts in Nebraska.

**221 Introduction to Legal Research (3)**

A course providing a general understanding of the nature of legal research and its specific techniques and methodologies. Students learn how to use the resources available in a standard law library and in computer-assisted legal research programs to locate primary source materials and secondary source materials, such as treatises, law review articles, and legal encyclopedias, all of which help explain the law. *Prerequisite: Paralegal Studies 121.*

**233 Litigation, Pleadings, and Arbitration (3)**

A thorough examination of the procedures for trial preparation, focusing on the steps involved in the preparation, litigation, and appeal of civil cases. Attention is given to the differences between criminal and civil procedures and the nature of the remedies available through civil litigation. Students learn 1) how to initiate and commence legal proceedings, 2) how to prepare pleadings, motions, and other necessary legal documents, 3) state and federal

discovery procedures and statutes, 4) methods of gathering factual data, 5) the preparation and organization of evidence for trial, and 6) pre- and post-trial activities. *Prerequisite: Paralegal Studies 121, 205.*

**307 Family Law (3)**

A course covering the legal formalities of family law and its impediments, including marriage, annulments, divorce property rights and distribution, child custody and visitation, alimony, separation agreements, adoptions, and parent and child law. Students learn how to interview clients with family law problems, conduct investigation and evidence gathering, and prepare complaints and agreements. *Prerequisite: Paralegal Studies 121, 233.*

**315 Wills, Trusts, and Estate Planning (3)**

A study of the initial planning and preparation necessary for a comprehensive estate plan. Students also learn 1) the purposes of estate planning, probate, guardianships, conservatorships, and trusts, 2) the provisions and techniques for drafting wills and trusts, 3) the processes of estate administration, 4) how to contest, revoke, and terminate a will, and 5) the probate process.

**330 Criminal Law (3)**

A study of the law of crimes against persons and property. Students learn 1) the Constitutional safeguards and procedures necessary from arrest through trial, 2) precedents for defenses to prosecution and punishment, 3) criminal procedure, and 4) techniques for evidence gathering. Emphasis is on the Nebraska Penal Code and related forms and documents. *Prerequisite: Paralegal Studies 205, 233.*

**345 Real Property (3)**

An examination of the acquisition, ownership, regulation, and disposition of real property. Students learn 1) the basic concepts in the law of real property; 2) how to draft real property descriptions and sales agreements; 3) the various techniques for financing, and 4) the processes for closing and settlement.

**354 Torts (3)**

An examination of the remedies provided by law for recourse when an injurious act is committed by one person or entity against another. Students learn 1) the basic differences between criminal law and tort law, 2) the distinguishing features of intentional torts, negligence torts, and strict liability torts, 3) the elements for a cause of action; 4) the determining factors for foreseeability, cause in fact, and proximate cause; and 5) the categories of basic business torts.

**412 Legal Research and Writing (3)**

A course designed to strengthen skills for research, writing, analysis, and critical thinking. It focuses on the crucial issues of writing in the context of law practice. Students learn how to 1) report legal research findings in an appropriate format, 2) use appropriate citations for sources, 3) use the proper format and content in drafting client correspondence and legal documents; and 4) modify standardized forms found in form books, pleading files, or a computer data bank. *Prerequisite: Paralegal Studies 221.*

**425 Ethics and the Paralegal Profession (3)**

Through this course, students develop knowledge and understanding of the ethical and legal responsibilities that have been established by statutes, decisions, and court rules affecting paralegals/legal assistants and lawyers, including conflict of interest, confidentiality, competence, solicitation, fees and billing, obligations of attorneys to clients, and protection of client funds. *Prerequisite: Senior standing.*

**496 Senior Seminar in Paralegal Studies (3)**

With faculty guidance, the student develops a research or experiential project which demonstrates the knowledge and skills expected upon completion of the major. Satisfactory completion of this project, including a written and oral presentation, demonstrates a solid understanding of the major, as well as the confidence and skills to work with existing and emerging aspects of the professional field, to do independent research and effective problem solving, and to communicate effectively. *Prerequisites: Paralegal Studies 412, senior standing, and permission.*

## **Philosophy (PHI)**

**114 Informal Logic (3)**

A non-formal examination of the nature of good reasoning. Students examine and learn the nature of cognitive argument, the role of inductive and deductive reasoning, and the effects of non-cognitive aspects of language on the cognitive. Students will examine informal fallacies and apply what is studied to examples of reasoning in such areas as science and law.

**305 World Views (3)**

An overview of major ideas and events that have shaped Western civilization through examination of narratives, discourses, artworks, films and popular culture. Upon successful completion of this course, students will have a better understanding of classical mythology and philosophy, the Biblical concept of reality, modern secularism, the intellectual foundations of totalitarianism, post-modernism, New Age spirituality, and alternative concepts of history. **This course fulfills the Cultural Perspectives requirement of the Doane Plan.**

## **Philosophy-Religion (PRE)**

**111 Ethics (3)**

An examination of theories and forms of reasoning about moral problems. Procedures for reasoning about ethical issues are examined as well as several major philosophical theories, such as Utilitarianism, which attempt to provide guidance in these issues. The student is encouraged to seek his or her own solution, guided by the theories discussed.

**120 Understanding the Old Testament (3)**

An introductory exploration of the Old Testament within the context of the ancient Near East. Students become acquainted with the various types of literature that constitute the Old Testament canon and the people who pro-