BUS 379 ESTATE PLANNING

Syllabus

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Address: 1658 Cole Blvd. Ste. 190
Lakewood, CO 80401

COURSE CREDIT: 3 Credit Hours

COURSE MATERIALS:

Required Text:

Optional Textbook:

COURSE DESCRIPTION:

This course explores the paralegal's role in estate planning. The requirements of creating enforceable wills and trusts will be covered, and study of resulting and constructive trusts will be provided.

COURSE OBJECTIVES:

To become competent as a legal assistant in the areas of wills, trusts, and administration of estates.

COURSE REQUIREMENTS:

Students will complete 5 quizzes, 5 reflection assignments, and 2 written assignments.
GRADE DISTRIBUTION AND SCALE:

Students must complete all tests and coursework with a 70% or higher to pass this class.

Grade Distribution:

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Written Assignments</td>
<td>100 each</td>
</tr>
<tr>
<td>5 Proctored Exams</td>
<td>100 each</td>
</tr>
<tr>
<td>5 Reflection Assignments</td>
<td>10 each</td>
</tr>
<tr>
<td>Total Points</td>
<td>750</td>
</tr>
</tbody>
</table>

Scale:

- 90-100%  A
- 80-89%   B
- 70-79%   C
- 60-69%   D
- 59% and below  F

COURSE INSTRUCTIONS

Your completed assignments should be mailed to:

The Center for Legal Studies (CLS)
ATTN: Scott Hatch – Adams State Estate Planning Course
1658 Cole Blvd. Ste. 190
Lakewood, CO 80401

NOTE: You must include the course title on all assignments!

Participation:

250 points. Each student is expected to read assigned material and complete all written assignments.

Projects:

200 points. There will be two 100 point written assignments. Students will do the following:

1) Draft a Will
2) Draft a Revocable Living Trust

Examinations:

There will be five proctored exams, each worth 100 points, composed of multiple choice and short answer questions dealing with all the areas of coverage of this course.