

LGLA 1353
Wills, Trusts & Probate Administration
Course Syllabus

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CLASS TIME: Online; 24 hours daily
CLASSROOM: Blackboard

COURSE DESCRIPTION: This course presents fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.

COURSE OBJECTIVES: Students successfully completing this course will be able to define and properly use terminology relating to wills, trusts, and probate administration, be able to locate, describe, and analyze sources of law relating to wills, trusts, and probate administration, understand the role and ethical obligations of the paralegal in wills, trusts, and probate administration, understand the purpose of wills and the process of probate administration, and know how to prepare testamentary documents.

REQUIRED TEXTBOOK:

Title: Wills, Trusts and Estate Administration (8th edition)
Author: Hower, Walter and Wright
Publisher: Cengage
ISBN 13: 978130550625-1

(If a new edition of this textbook is released and adopted for this course, additional information will be provided in the "Start Here" module on Blackboard. Additionally, information as to where to purchase or access the book will be given in the "Start Here" module.)

GRADING: One exam will be given at the end (or near the end) of the semester. This exam will count 25% of the final grade. Weekly assignments will count 75% of the final grade. No make-up examinations will be given. Grade equivalents: 90 to 100% = A; 80 to 89% = B; 70 to 79% = C; 60 to 69% = D; Below 60% = F.

ASSIGNMENTS: Late class assignments will not be accepted. Assignments will not be accepted by e-mail unless otherwise stated. All assignments must be typed unless otherwise instructed. Students must maintain academic integrity in all assignments – "copying and pasting" from other sources (e.g. the Internet, other students, etc.) is plagiarism and will be grounds for no credit for the plagiarized assignment and/or dismissal from the course.

COMPUTERS: Laptop computers and electronic tablets may be used during class for class-related purposes only and provided speakers are muted. Wireless internet access is provided at SPC for education-related purposes only. Paralegal Studies students also have access to

computers available in LBC109, as well as on other SPC campuses. All student work must be saved on a removable storage device, e.g. a flash drive, and not on an SPC computer.

Student-Owned Computer Equipment: Students may choose to use their own computer equipment to complete the assigned coursework. SPC provides Microsoft Office to students for installation and use on their personal computers. It is the sole responsibility of the student to ensure his / her computer system meets the minimum requirements for all required or suggested software. It is also the sole responsibility of the student to insure his / her computer system is in working order, free of malware, and sufficient to complete assigned coursework. The instructor is not responsible for the student's computer maintenance and cannot troubleshoot or repair issues on student-owned computers. If the student needs computer assistance, he/she can contact the SPC student helpdesk.

NOTICE TO STUDENTS: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

For Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, please refer to Syllabus Statements (southplainscollege.edu).

TENTATIVE SCHEDULE

The following is the tentative schedule for this course. Changes will be made as needed as we progress throughout the semester. Tests and assignments will be scheduled as we progress through the material. Make sure you frequently check Blackboard, announcements, and emails for the due dates of tests and assignments.

Week	Topic to be discussed:
1	Introduction to the course; Syllabus
2	Do you really need a will?
3	Property
4	Succession
5	Requirements of a valid will
6	Drafting a will
7	Simultaneous deaths
8	Probate court participants
9	Representatives
10	Administration

11	Administration, continued
12	Informal probate
13	Trusts (overview)
14	Classification of trusts
15	Estate planning
16	Long term care