

Course Syllabus

Course Name: WOL-903: Wills, Trusts & Estates

Course Length: 1 Month

Credits: 2 Credits

Clock Hour: 84

Tuition: \$500

Program Goal: This course provides a theoretical and practical understanding of the laws of inheritance and estate planning. Students prepare a will and trust, and learn the procedure for probate. Estate planning, the role of the probate courts, and basic inheritance issues are explored and discussed.

Text material:

Wills, Trusts, and Estate Administration for the Paralegal: The Essentials, 1st Edition
Dennis R. Hower University of Minnesota
ISBN-10: 0314064826 | ISBN-13: 9780314064820

Software Needed: none

Class Hours: Program is available 24/7/365. Support is available via e-mail, course forums and scheduled support sessions

Class Location: 140 Little Street Belleville, NJ 07109. Programs are provided via the WOLI online classroom.

Teaching Method: Assignments will be completed and submitted by the due date. These are independent and consist of both reading and writing assignments. Class time will be devoted to discussing content, presenting enrichment materials, answering student questions and additional learning activities.

Features and Benefits:

A practical approach, illustrating legal principles through examples, exercises, legal, forms, checklists, and actual drafts of wills and trusts. Learners are exposed to detailed procedures and are prepared for everyday practical duties of the paralegal through comprehensive, authoritative coverage. Blend of theory and practice balances the need for understanding concepts and law and the need to be able to apply it.

Program Contents: (From the following chapters)

1. The purpose and Need for a Will.
2. The Concept of Property Relating to Wills, Trusts, and State Administration.
3. The Participants and the Proper Court.
4. The Law of Succession: Death Testate or Intestate.
5. Wills: Validity Requirements, Modifications, Revocations, and Contests.
6. Preparing to Draft a Will: Checklists and the Conference with the Client. Drafting and Executing a Valid, Legal Will.
7. Introduction to Trusts.
8. Classification of Trusts, the Living Trust, and Other Special Trusts.
9. Estate Planning.
10. Personal Representatives: Types, Pre-Probate Duties, and Appointment.
11. Probate and Estate Administration.
12. Informal Probate Administration.
13. Tax Considerations in the Administration of Estates.
14. Ethical Principles Relevant to Practicing Legal Assistants. Appendices.

Quizzes and Exams:

Quizzes: Chapter quizzes will cover the concepts mastered in each chapter.

Exams: A final Exam will be given at the end of your course to ensure your successful completion of this course.

Grading:

Upon successful completion of our course, you will receive a grade from the student services department. Grades for each course within a program will be averaged to determine your overall grade point average. A grade point average of 2.0 is required for graduation. For information regarding a grade point average below a 2.0, please refer to the Academic Probation section.

Grading System

A	4.0 Excellent	90% to 100%
B	3.0 Good	80% to 89%
C	2.0 Satisfactory	70% to 79%
D	1.0 Unsatisfactory	60% to 69%
F	0.0 Failure	0% to 59%
I	Incomplete	

If you fail to complete your course/program, you will receive an "I" (Incomplete) for that course and will be placed on probation for the next course of instruction. You will have an opportunity to repeat and complete the course. If

you fail to successfully complete a course you may be removed from the program and no graduation certificate will be issued.