



[PLGLCERT; CIP Code 22.0302]

### *Certificate Program*

The goal of this certificate program is to provide students, who already have earned bachelor's or associate degrees (which include a minimum of 18 hours of general education credits), with the skills necessary to begin a career as a paralegal. In addition to requiring a computer course, the program includes a practicum (internship) of 210 hours served under the supervision of a practicing attorney, designed to provide training to reinforce concepts and practical skills learned in the classroom. **Paralegals may not practice law. They may not provide legal services directly to the public except as permitted by law.**

#### **Program Contact**

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## *Paralegal, CERT*

### **FIRST YEAR**

<input type="checkbox"/> CISM 101 Introduction to Computers <i>or</i> CISM 119 Spreadsheets - Excel	4
<input type="checkbox"/> PARA 101 Introduction to Legal Studies	3
<input type="checkbox"/> PARA 102 Litigation and Civil Procedure	3
<input type="checkbox"/> PARA 103 Legal Research and Writing	3
<input type="checkbox"/> PARA 125 Business Organizations for Paralegals	3
<input type="checkbox"/> PARA 201 Criminal Law and Procedure	3
<input type="checkbox"/> PARA 204 Technology in the Law Firm	3
<input type="checkbox"/> PARA 209 Legal Assistant Practicum	3
<input type="checkbox"/> PARA 212 Paralegal Skills and Office Practices	3
<input type="checkbox"/> PARA ____ Paralegal Elective <sup>1</sup>	3
<input type="checkbox"/> PARA ____ Paralegal Elective <sup>1</sup>	3

**TOTAL MINIMUM CREDITS: 30**

### **Program Notes**

**Internship:** This Program includes a practicum (internship) of 210 hours served under the supervision of a practicing attorney, designed to provide training to reinforce concepts and practical skills learned in the classroom.

**Transfer Credit for Legal Specialty Courses** is limited to a maximum of five, 3-credit courses completed at another ABA-approved institution. Prior to acceptance of these transfer credits, a course description comparison and syllabus evaluation are made by the Program Coordinator to assure that the courses are comparable. If comparability is found, a recommendation is made to the Dean of Law and Justice for approval.

### **Program Electives<sup>1</sup>**

PARA Electives Include:  
PARA 104 Torts  
PARA 110 Contemporary Issues in Paralegal Studies  
PARA 203 Bankruptcy  
PARA 205 Wills, Trusts, and Estate Planning  
PARA 207 Family/Domestic Law  
PARA 210 Property Transactions

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and complete the interest form. ✦