



[CER-PLG; CIP Code 220302]

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 Learning Outcomes

Students who have completed the program will be able to:

- Recognize ethical issues that arise in a legal work environment and apply rules of professional conduct to resolve them
- Apply specialized legal training to enable them to gather and analyze facts relevant to legal disputes
- Demonstrate oral and written skills, including drafting legal documents for attorney review
- Apply basic principles of legal research and analysis
- Utilize time-management skills, including prioritizing various tasks, in order to meet deadlines
- Demonstrate sensitivity through adaptability and flexibility in working with a diverse group of people
- Utilize computer systems and other appropriate forms of technology for legal research and to enhance paralegal skills

✦ Are you ready to get started at RCSJ? ✦
 Visit [RCSJ.edu/Enroll](https://www.rcsj.edu/enroll) and complete the interest form. ✦

Paralegal, CERT

<input type="checkbox"/> CIS 102 Introduction to Computers or CIS 120 Excel Spreadsheets	4
<input type="checkbox"/> PLG 101 Introduction to Legal Studies	3
<input type="checkbox"/> PLG 102 Litigation and Civil Procedure	3
<input type="checkbox"/> PLG 103 Legal Research and Writing	3
<input type="checkbox"/> PLG 125 Business Organizations for Paralegals	3
<input type="checkbox"/> PLG 201 Criminal Law and Procedure	3
<input type="checkbox"/> PLG 204 Technology in the Law Firm	3
<input type="checkbox"/> PLG 209 Legal Assistant Practicum	3
<input type="checkbox"/> PLG 212 Paralegal Skills and Office Practices	3
<input type="checkbox"/> PLG ____ PLG elective ¹	3
<input type="checkbox"/> PLG ____ PLG elective ¹	3

TOTAL CREDITS: 34

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 is 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.

¹ PLG electives include:

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