



[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

☐ CISM 101 Introduction to Computers <i>or</i>	
CISM 119 Spreadsheets - Excel	4
☐ PARA 101 Introduction to Legal Studies	3
☐ PARA 102 Litigation and Civil Procedure	3
☐ PARA 103 Legal Research and Writing	3
☐ PARA 125 Business Organizations for Paralegals	3
☐ PARA 201 Criminal Law and Procedure	3
☐ PARA 204 Technology in the Law Firm	3
☐ PARA 209 Legal Assistant Practicum	3
☐ PARA 212 Paralegal Skills and Office Practices	3
☐ PARA ____ Paralegal Elective ¹	3
☐ PARA ____ Paralegal Elective ¹	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 Electives¹

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

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