

## CERTIFICATE IN PARALEGAL STUDIES

(38 hrs.)

CIP: 22.0302

This program is designed to prepare students for work as paralegals/legal assistants in private law firms, government agencies, corporations, and other legal and business settings. Students learn legal principles, legal research and writing, critical thinking, preparation of legal documents, law office administration and legal ethics. Students seeking this certificate will be most successful in finding employment if they already have significant work experience in an office environment or prior college credits. Students without such background should consider completing the A.A.S. in Paralegal Studies instead of the Certificate program.

### PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- Discuss and evaluate the strengths and weaknesses of the American legal system.
- Create well-formatted legal documents using both print and electronic resources.
- Conduct legal research using both print and electronic resources.
- Demonstrate knowledge of common timekeeping, typical attorney fee arrangements, billing, word processing and administrative systems used in a legal environment.
- Effectively communicate orally and in writing, with attorneys, clients, witnesses and the general public.
- Describe the paralegal's role in maintaining ethical standards and preventing malpractice in a legal environment.

### CORE REQUIREMENTS: (23 HRS.)

ENGL 111	Composition and Rhetoric (3)
PLST 111	Introduction to Law (4)
PLST 112	Introduction to the Paralegal Professions (3)
PLST 115	Torts, Practice and Procedure (3)
PLST 121	Legal Research and Writing I (3)
PLST 241	Legal Research and Writing II/Westlaw (4)
PLST 250	Civil Litigation (3)

### RELATED REQUIREMENTS: (15 HRS.)

Choose from the following:

BSAD 232	Business Law I (3)
BSAD 233	Business Law II (3)
BSAD 235	Human Relations in the Workplace (3)
CRJS 203	Criminal Law and Procedure (3)
Any PLST courses 200 and above* (3)	

\*Students with no paralegal work experience should take three credit hours of PLST 298 Internship or PLST 299 Cooperative Education.

Note: See "College Success Course Requirement" on Page 8.

TOTAL 38 CREDITS