

# PARALEGAL STUDIES, CERTIFICATE OF PROFICIENCY

## Program Description

The **Paralegal Studies Certificate of Achievement** is designed for students interested in gaining foundational knowledge and practical skills to support legal professionals in law firms, corporate legal departments, government agencies, and nonprofit organizations.

This certificate introduces students to the structure of the legal system, legal research and writing, civil litigation procedures, and professional ethics. Students develop skills in analyzing legal documents, conducting research using legal databases, preparing case materials, and supporting attorneys in a variety of practice areas. Coursework emphasizes precision, organization, critical thinking, and effective written communication.

The certificate may serve students seeking entry-level roles in legal settings or those planning to continue their education in legal studies, criminal justice, public administration, or law.

## Transfer Information

The Paralegal Studies Certificate may complement an associate degree in Behavioral Science and Public Service or a related field. Students planning to pursue a bachelor's degree are encouraged to consult with faculty and Advising & Transfer Services to determine how certificate coursework may apply toward transfer requirements.

Students considering law school should note that this certificate does not substitute for a bachelor's degree, which is required for admission to law school.

## Career Information

The Paralegal Studies Certificate prepares students for entry-level positions supporting attorneys and legal professionals. Some employers may require additional experience or credentials.

With appropriate training and experience, graduates may pursue roles such as:

- Paralegal or Legal Assistant
- Legal Research Assistant
- Litigation Support Specialist
- Court or Judicial Clerk Support Staff
- Compliance or Regulatory Support Specialist

Students are encouraged to consult with faculty and Career Services to explore employment pathways and professional development opportunities within the legal field.

This curriculum prepares students for the position of paralegal/legal assistant. Students will study law and acquire practical legal skills that are necessary for entry-level employment in a law office. Persons currently working in a law office or in a related environment can upgrade their skills and increase their general and specific knowledge of law. All

of the courses in this certificate curriculum can apply to the Associate in Applied Science Degree in Business - Paralegal Studies Option.

Code	Title	Credit Hours
ENGL 151	English I	3
ENGL 152	English II	3
LAAW 101	Introduction to Law and Legal Assisting	3
LAAW 104	Introduction to Litigation	3
LAAW 201	Legal Research and Writing for Paralegals	3
LAAW 203	Law Office Management	3
BUSN 251	Business Law I	3
BUSN 252	Business Law II	3
CSIT 123	Integrated Office Software	3
Paralegal Certificate Elective(s) (p. 1)		6
<b>Total Credit Hours</b>		<b>33</b>

## Paralegal Certificate Course Selections

Code	Title	Credit Hours
ACCT 161	Principles of Accounting I	3
BUSN 210	Business Communications	3
BUSN 267	Real Estate Law	3
BUSN 271	Principles of Management	3
CRIM 254	Constitutional Law and Rules of Evidence	3
CRIM 255	Criminal Law and Procedure	3
INTR 290	Internship 3	3
LAAW 106	Mediation and Conflict Resolution	3
LAAW 204	Estate Administration	3
LAAW 206	Family Law	3
POLI 161	American Federal Government	3
PSYC 172	General Psychology	3