

PARALEGAL STUDIES, CERTIFICATE OF PROFICIENCY

Certificate Description

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.

Certificate Requirements

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 (p. 1)		3
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Total Credit Hours		33

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
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