

Paralegal Studies

Certificate

DIVISION OF BUSINESS & PROFESSIONAL STUDIES

This program prepares students to work under the supervision of attorneys to prepare legal documents, investigate and research legal issues, interview clients and witnesses, and render practical procedural assistance in law related matters.

The paralegal curriculum provides a solid foundation in all aspects of the field including litigation, legal research, and writing. Through this program, students will have the opportunity to take elective courses in specialty areas of interest such as real estate, family law, business law, and trusts & wills.

Students also receive training in a variety of on-line research methods used in many law offices that provide the legal researcher with immediate access to cases, statutes, administrative regulations, and numerous other authorities.

Upon successful completion, the Certificate in [Paralegal Studies](#) is awarded.

Unauthorized Practice of Law Statement

A paralegal may work only under the supervision of an attorney and is not authorized to engage in the practice of law. The American Bar Association defines a paralegal or legal assistant as "a person, qualified by education, training or work experience qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible."

PROGRAM FOOTNOTES

Program Electives:

PA 203 Real Estate for Paralegal (offered fall semester)
PA 205 Family Law for Paralegal (offered spring semester)
LA 230 Law and Society
LA 228 Criminal Law and Procedures
LA 236 Cybercrime
PA 251 Paralegal Internship***
CS 104 Microcomputer Applications/ Business

| COURSE | COURSE TITLE | CREDITS |
|-------------------|-----------------------------------|-----------|
| <i>First Year</i> | <i>Semester 1</i> | |
| PA 100* | Introduction to Paralegal Studies | 3 |
| PA 201 | Legal Research and Writing I | 3 |
| LA 221 | Principles of Business Law I | 3 |
| | Program Elective | 3 |
| | credits: | 12 |
| <i>First Year</i> | <i>Semester 2</i> | |
| PA 104** | Litigation for Paralegals | 3 |
| PA 202 | Legal Research and Writing II | 3 |
| | Program Elective | 3 |
| | Program Elective | 3 |
| | Program Elective | 3 |
| | credits: | 15 |
| | Total Credits: | 27 |

* Course must be taken first semester

** PA 104 offered Spring semester only

*** PA 100, PA 104, and PA 201 are prerequisites for PA 251 Paralegal Internship