

PROGRAM CURRICULUM



# Paralegal Studies Certificate

**DIVISION OF SOCIAL SCIENCES & 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 Westlaw Computer-Assisted Legal Research Service. During the last semester, students may also qualify to participate in a "hands-on" field work experience.

Upon successful completion, the Certificate in Paralegal Studies is awarded.

COURSE	COURSE TITLE	CREDITS
<i>First Year</i>		
<i>Semester 1</i>		
PA 101**	Litigation for Paralegal I	3
PA 110*	Introduction to Paralegal Studies	3
PA 201	Legal Research and Writing	3
CS 104	Microcomputer Applications/ Business	3
LA 221	Principles of Business Law I	3
	<b>credits:</b>	15
<i>First Year</i>		
<i>Semester 2</i>		
PA 102**	Litigation for Paralegal II	3
PA 202***	Legal Research and Writing II	3
	Program Elective	3
	Program Elective	3
PA 251	Paralegal Internship (optional)	3
	<b>credits:</b>	12/15
	<b>Total Credits:</b>	<b>27/30</b>

\*Course must be taken first semester

\*\*PA 101 must be taken prior to PA 102

\*\*\*PA 201 must be taken prior to PA 202

**PROGRAM FOOTNOTES**

**Program Electives:** LA 228 Criminal Law and Procedures, PA 203 Real Estate for Paralegal, PA 205 Family Law for Paralegal

