

Paralegal Certificate

Course #	Course Title	Credits	Prerequisites	Semester Offered	Semester Taken	Grade Earned
ENL101	English Composition I	3	Appropriate scores in Reading Comprehension & in Sentence Skills on the CPT or a grade of C or higher in ENL020 & ENL050 or ESL201	Fall, Spring, Summer		
LGS130	Intro. to Substantive Law (formerly BIT130)	3	None	Fall		
GIT102	Computer Keyboarding	1	None	Fall, Spring		
LGS132	Law Office Management (formerly BIT132)	1	LGS130	Spring		
GIT110	Microcomputer Application Software	3	ENL020 & ENL050 or satisfactory basic skills assessment score & (GIT101, GIT102 or 30wpm)	Fall, Spring, Summer		
LGS135	Civil Litigation (formerly BIT135)	3	LGS130/BIT130	Fall		
LGS133	Legal Research and Writing (formerly BIT133)	3	LGS130/BIT130 & ENL101 & two of: LGS131/BIT131, LGS134/BIT134, LGS135/BIT135, LGS136/BIT136, LGS137/BIT137	Spring		
LGS134	Real Estate, Mortgages and Landlord-Tenant Law (formerly BIT134)	3	LGS130/BIT130	Spring (odd)		
	Paralegal elective*	3				
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Total Credits		28/29				

Overview

Paralegal students learn to do legal research, prepare legal documents, and investigate cases. This program trains individuals in the skills necessary to give legal assistance to attorneys, government agencies, and others.

Program Outcomes

Upon completion of the Paralegal Certificate, students are able to:

- Read, write, recognize, research, analyze, and discuss legal issues, cases, laws, and rules
- Recognize diversity issues in order to interact with others appropriately and research effectively
- Use online database information, conventional libraries, and other relevant resources
- Establish and maintain cooperative working relationships with supervisors, co-workers, clients, and others
- Maintain composure; work well independently and under stress
- Comprehend and communicate information and ideas, in writing and orally
- Arrange things and actions based on specific patterns or rules
- Apply general laws and rules to specific circumstances to provide clear answers
- Analyze ethical issues and apply ethical standards in assignments for a variety of legal questions
- Assume positions in law offices, municipal agencies, private industry and other workplaces
- Provide agency or law office services within the ethical standards of the legal profession
- Transfer to Associate's degree programs

Career Outlook

This occupational profile is provided by O*NET.
www.onetonline.org/find/quick?s=Paralegal

Gainful Employment

[The Gainful Employment Program Regulations](#) provide students with the information they need to make informed educational choices including total program costs, loan repayment rates, and career outlooks.

*Paralegal Electives

- LGS131 Family Law (formerly BIT131)
- LGS136 Estate Planning, Wills, Trusts, and Probate Procedures (formerly BIT136)
- LGS137 Contracts, Business Organizations, and Transactions (formerly BIT137)
- LGS138 Criminal Law and Procedures (formerly BIT138)
- LGS238 Internship in Paralegal Studies (formerly BIT238)

Paralegal Course Offerings

Fall 2014

- LGS130 Intro to Substantive Law
- LGS135 Civil Litigation
- LGS238 Internship in Paralegal Studies

Fall 2015

- LGS130 Intro to Substantive Law
- LGS131 Family Law
- LGS135 Civil Litigation
- LGS138 Criminal Law and Procedures
- LGS238 Internship in Paralegal Studies

Spring 2015

- LGS132 Law Office Management
- LGS133 Legal Research & Writing
- LGS137 Contracts
- LGS134 Real Estate, Mortgages, LL/T
- LGS238 Internship in Paralegal Studies

Spring 2016

- LGS132 Law Office Management
- LGS133 Legal Research & Writing
- LGS136 Estate Planning, Wills, Trusts
- LGS238 Internship in Paralegal Studies

Review the prerequisites prior to application. An application for the Internship must be submitted to the coordinator on or before the first day of registration for the semester in which the student wishes to register for the Internship.