

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 (or) BUS120	Intro. to Substantive Law (formerly BIT130) Business Law	3	None (or) None	Fall, Spring Fall, Spring, Summer		
GIT102	Computer Keyboarding (or) 30wpm	1	None	Fall, Spring		
LGS132	Law Office Management (formerly BIT132)	1	Co-requisite: LGS130/BIT130 or BUS120	Spring		
GIT110	Microcomputer Application Software	3	GIT102 or equivalent, ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
LGS135	Civil Litigation (formerly BIT135)	3	LGS130/BIT130 or BUS120	Fall		
LGS133	Legal Research and Writing (formerly BIT133)	3	(LGS130/BIT130 or BUS120) & 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 or BUS120	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

*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 Sequence

Fall 2013

- LGS130 Intro to Substantive Law
- LGS135 Civil Litigation
- LGS137 Contracts, Business. Organizations & Transactions
- LGS138 Criminal Law and Procedure
- LGS238 Internship in Paralegal Studies

Spring 2014

- LGS130 Intro to Substantive Law
- LGS132 Law Office Management
- LGS133 Legal Research & Writing
- LGS136 Estate Planning, Wills, Trusts & Probate
- LGS238 Internship in Paralegal Studies