

Paralegal Certificate

[Click here for Gainful Employment information pertaining to Paralegal.](#)

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		
BIT130 (or) BUS120	Intro. to Substantive Law (or) Business Law	3	None (or) None	Fall, Spring Fall, Spring, Summer		
GIT102	Computer Keyboarding (or) 30wpm	1	None	Fall, Spring		
BIT132	Law Office Management	1	Co-requisite: BIT130 or BUS120	Spring		
GIT110	Microcomputer Application Software	3	GIT102 or equivalent, ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
BIT135	Civil Litigation	3	BIT130 or BUS120	Fall		
BIT133	Legal Research and Writing	3	(BIT130 or BUS120) & ENL101 & two of: BIT131, BIT134, BIT135, BIT136, BIT137	Spring		
BIT134	Real Estate, Mortgages and Landlord-Tenant Law	3	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.

Career Outlook

[Click here for O*NET Online Occupation information.](#)

Paralegal Course Sequence

Fall 2012

BIT130 Intro to Substantive Law
 BIT131 Family Law
 BIT135 Civil Litigation
 BIT137 Contracts, Business, Organizations & Transactions
 BIT238 Internship in Paralegal Studies

Spring 2013

BIT130 Intro to Substantive Law
 BIT132 Law Office Management
 BIT133 Legal Research & Writing
 BIT134 Real Estate, Mortgages & Landlord/Tenant
 BIT136 Estate Planning, Wills, Trusts, & Probate
 BIT238 Internship in Paralegal Studies

*Paralegal Electives

BIT131 Family Law
 BIT136 Estate Planning, Wills, Trusts, and Probate Procedures
 BIT137 Contracts, Business Organizations, and Transactions
 BIT138 Criminal Law and Procedures
 BIT238 Internship in Paralegal Studies