

PARALEGAL

Students may enroll to take this program online or residentially

OBJECTIVES

The objective of the Paralegal post-baccalaureate certificate program is to provide paralegal training to students with bachelor’s degrees in any field of study. The program allows a graduate to work under the supervision of an attorney and assist with the delivery of legal services. This program enhances a post-baccalaureate student’s competencies by providing an understanding of legal theory and practical simulated law office exercises in a variety of legal specialty areas.

The goal of this program is to prepare graduates who are able to:

1. Interpret and apply legal terminology, principles, and procedures.
2. Perform legal research and analysis.
3. Interpret and apply legal codes of ethics and rules of professional conduct to various law office scenarios.
4. Prepare legal documents and forms for various legal areas.
5. Demonstrate proficiency in computer technology for use in the law office setting.

CORE REQUIREMENTS

Class #	Class Name	Credits
LA100	Legal Terminology	4
LA155	Legal Research I	4
LA180	Torts	3
LA205	Litigation I	4
LA240	Legal Writing I	4
LA255	Ethics for the Law Office	4
LA321	Probate Practice	3
LA326	Corporate Business Structures	3
PD250	Career Development	1

Students will select a minimum of six credits from courses listed below or as approved by the dean of students and program chair:

BS180	Supervisory Management	4
CL131	MS Office Applications I	3
LA170	Real Estate	3
LA185	Criminal Law and Procedure	3
LA215	Law Office Procedures and Technology	4
LA235	Contracts	3
LA265	Family Law	3
LA323	Bankruptcy	3
LA400	Alternative Dispute Resolution	3
MA100	Medical Terminology	4

Total Program Minimum Credit Requirement 36