

# Paralegal Studies

## Certificate

### ***DIVISION OF BUSINESS & 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 a variety of on-line research methods used in many law offices that provide the legal researcher with immediate access to cases, statutes, administrative regulations, and numerous other authorities.

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

#### **Unauthorized Practice of Law Statement**

A paralegal may work only under the supervision of an attorney and is not authorized to engage in the practice of law. The American Bar Association defines a paralegal or legal assistant as "a person, qualified by education, training or work experience qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible."

#### **PROGRAM FOOTNOTES**

**Program Electives:** PA 203 Real Estate for Paralegal (offered fall semester), PA 205 Family Law for Paralegal (offered spring semester), LA 230 Law and Society, LA 228 Criminal Law and Procedures, LA 236 Cybercrime, PA 251 Paralegal Internship\*\*\*, CS 104 Microcomputer Applications/ Business

COURSE	COURSE TITLE	CREDITS
<i>First Year</i>	<i>Semester 1</i>	
PA 100*	Introduction to Paralegal Studies	3
PA 201	Legal Research and Writing I	3
LA 221	Principles of Business Law I	3
	Program Elective	3
	<b>credits:</b>	12
<i>First Year</i>	<i>Semester 2</i>	
PA 104	Litigation for Paralegals	3
PA 202	Legal Research and Writing II	3
	Program Elective	3
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	<b>credits:</b>	15
	<b>Total Credits:</b>	27

\*Course must be taken first semester

\*\*\*PA 100, PA 104, and PA 201 are pre-requisites for PA 251 Paralegal Internship