

AREA: Office Legal Assistant/Paralegal Studies Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: With an increasing demand for paralegals and office legal assistants in professional offices, corporations and businesses, this certificate will prepare individuals for full-time employment upon completion of the community college program. The program is beneficial for individuals who are seeking first-time employment, career advancement or paralegal certification.

OCCUPATIONAL OBJECTIVES: legal assistant or paralegal

PROGRAM REQUIREMENTS: This program prepares the student to fill legal assistant and paralegal positions and provides fundamental knowledge and skills associated with legal research and documentation of that research. The curriculum includes courses in family law, real estate law, civil and criminal law, legal ethics and legal research. Upon satisfactory completion of the program, the graduate will be awarded a certificate in office legal assistant/paralegal studies.

<u>Course#</u>	<u>Title</u>	<u>Credits</u>
First Semester		
ENG 111	College Composition I	3
LGL 115	Real Estate Law for Legal Assistants	3
LGL 117	Family Law	3
LGL 200	Ethics for the Legal Assistants	1
LGL 235	Legal Aspects of Business Organization	3
SDV 100	College Success Skills	1
	or	
	SDV 101 Orientation to the IT Professions	
SOC 200	Principles of Sociology	3
	Total	17
Second Semester		
AST 206	Professional Development	3
LGL 127	Legal Research and Writing	3
LGL 215	Torts	3
LGL 217	Trial Practice and the Law of Evidence	3
LGL 225	Estate Planning and Probate	3
LGL 230	Legal Transactions	3
	Total	18
	Program Total	35

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

*AST 141 Word Processing I required as a prerequisite to enter certificate program (or equivalent skills).