









## Paralegal Studies Certificate (2901)


Students must meet specific admission requirements for this certificate.

### Requirements include:









1. Successful completion of ENGL 1110 English Composition I (A) or ENGL 1111 English Composition I (B), and ENGL 1120 English Composition II; or an equivalent of 6 semester credits of college level English composition and literature.
2. Successful completion of an additional 12 semester credits from approved general education courses.
3. Successful completion of an additional 42 semester credit hours.

Students should contact the Counseling and Advising Center for details about applying for admission to this certificate program.

Course	Title	Credit Hours
<b>First Semester</b>		
PARL 1100	Introduction to Paralegal Studies 	3
PARL 1200	Introduction to Legal Research and Writing 	3
PARL 1400	Business Issues in the Law 	3
PARL 1500	Civil Law and Practice 	3
PARL 2050	The Legal Workplace	3
<b>Credit Hours</b>		<b>15</b>
<b>Second Semester</b>		
ITIS 1550	Using Microsoft Office: Word and Excel	3
PARL 1250	Advanced Legal Research Writing 	3
PARL 2200 or PARL 2500	Employment Law and the Administrative Process  or Criminal Law and Procedure	3
PARL 2700	Legal Internship/Seminar I 	3
Select course from the Technical Electives list 		4
<b>Credit Hours</b>		<b>16</b>
<b>Total Credit Hours</b>		<b>31</b>

 This course is designated as a technical course in the program. Students must earn a "C" grade or higher in the course to fulfill the college's graduation requirements policy.

### Electives

Course	Title	Credit Hours
<b>Technical Electives</b>		
PARL 2000	Real Estate Law and Practice 	2
PARL 2100	Probate Law and Practice 	2
PARL 2250	Alternative Dispute Resolution 	2
PARL 2350	Legal Issues in Cyberspace 	2
PARL 2450	Investigative Fact-Finding 	2
PARL 2550	Litigation Management 	2
PARL 2650	Family Law 	2
PARL 2750	Legal Internship/Seminar II 	2