

PARALEGAL STUDIES, CERTIFICATE OF TECHNICAL STUDIES

This certificate program is designed to provide intensive paralegal training to prepare students to enter the job market as paralegals in law firms, insurance companies, government agencies, title companies, banks and corporations. All of the courses in this certificate apply toward the Associate of Arts in Paralegal Studies.

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|-------------------------------------|----------------------|---|
| POLI 2610 | Constitutional Law | 3 |
| SOCI 2090 | Criminology | 3 |
| SOCI 2400 | Juvenile Delinquency | 3 |
| SPTP Special Topics in Law | | |
| Any PARL course approved by advisor | | |

| Code | Title | Hours |
|---|--------------------------------|-----------|
| General Education Requirements | | |
| ENGL 1010 | English Composition I | 3 |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| BUSN 1600 | Word Processing | 3 |
| Major Courses ¹ | | |
| PARL 1000 | Intro to Law and the Para Prof | 3 |
| PARL 1050 | Litigation | 3 |
| PARL 1100 | Legal Research | 3 |
| PARL 2000 | Case Analysis and Writing | 3 |
| Paralegal Electives ² | | |
| Select three Paralegal electives | | 9 |
| Total Hours | | 30 |

¹ Must earn a grade of "C" or better in each. At least twelve (12) credit hours must be earned in residence.

² Must earn a grade of "C" or better in each.

Paralegal Electives

| Code | Title | Hours |
|-----------|----------------------------------|-------|
| PARL 1200 | Business Associations | 3 |
| PARL 1300 | Legal Ethics | 3 |
| PARL 1500 | Constitutional Law | 3 |
| PARL 2050 | Evidence | 3 |
| PARL 2100 | The Law of Torts and Prod Liab | 3 |
| PARL 2150 | Insurance Law | 3 |
| PARL 2200 | Contracts | 3 |
| PARL 2250 | Criminal Procedure | 3 |
| PARL 2300 | Domestic Law and Litigation | 3 |
| PARL 2350 | Special Topics: Discovery | 3 |
| PARL 2400 | Legal Drafting | 3 |
| PARL 2500 | Paralegal Practicum | 3 |
| PARL 2600 | Notary Public Law & Prep | 3 |
| BUSN 2190 | Legal Environment of Business | 3 |
| BUSN 2200 | Business Law | 3 |
| ENVN 1030 | Environmental Law | 3 |
| OFCR 1400 | College Keyboarding | 3 |
| OFCR 1450 | Speed-Building Strategies | 3 |
| OFCR 2100 | Advanced Typing | 3 |
| OADM 1500 | Administrative Office Procedures | 3 |
| OADM 1510 | Legal Typing | 3 |
| POLI 1100 | American Government | 3 |