

Certificate in Office Legal Assistant/Paralegal Studies

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.

*This certificate can be completed in three semesters (one year) if the following conditions are met:

- Placement tests indicate readiness to enroll in ENG 111 and reading prerequisite classes.
- Students are willing to enroll in day and evening classes.
- Students enroll in required LGL prefix classes offered each semester (courses are offered once a year).
- Students with no keyboarding skill or limited computer skill must enroll in AST 101 or AST 102 or AST 141 prior to admission to program.
- Grades of C or better are earned in each course completed.

Additional courses to enhance employment opportunities may include: (if 12 credits needed each semester)

BUS 241 and/or 242 Business Law I/II
 LGL 130 Law Office Administration and Management
 LGL 216 Trial Preparation and Discovery Practice
 LGL 218 Criminal Law
 LGL 235 Legal Aspects of Business Organizations
 LGL 223 Estate Planning
 SPA 101/102 Spanish I/II

Course#	Title	Credits
First Semester *(Summer)		
ENG 111	College Composition I	3
LGL 125	Legal Research	3
LGL 200	Ethics for the Legal Assistants	1
SDV 100	College Success Skills	1
	or	
	SDV 101 Orientation to the IT Professions	
	Total	8
Second Semester (fall)		
LGL 115	Real Estate Law for Legal Assistants	3
LGL 117	Family Law	3
LGL 126	Legal Writing	3
LGL 217	Trial Practice and the Law of Evidence	3
	Total	12
Third Semester (spring)		
AST 206	Professional Development	3
LGL 215	Torts	3
LGL 230	Legal Transactions	3
LGL	Elective LGL 200 Level	3
	Total	12
	Program Total	32

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