

Certificate: Office Legal Assistant/Paralegal Studies

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AREA: Office Legal Assistant/Paralegal Studies Certificate

LENGTH: Three 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.
- 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 without computer or keyboarding skills (below 30 words) must complete the prerequisite course AST 80 and/or 81 Basic Keyboarding prior to enrolling in AST 102 or AST 141 prior to admission to program.

Course#	Title	Credits
First Semester (summer)		
ENG 111	College Composition I	3
LGL 125	Legal Research	3
	Total	6
Second Semester (fall)		
LGL 115	Real Estate Law for Legal Assistants	3
LGL 117	Family Law	3
LGL 217	Trial Practice & the Law of Evidence	3
LGL	Elective LGL 200 Level	3
SDV 101	Orientation to Virtual Assistant	1
	Total	13
Third Semester (spring)		
AST 206	Professional Development ¹	3
LGL 126	Legal Writing	3
LGL 200	Ethics for the Legal Assistants	1
LGL 215	Torts	3
LGL 230	Legal Transactions	3
	Total	13
	Program Total	32

¹Capstone course. Internship project required.

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

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

BUS 241/242	Business Law I/II
LGL 130	Law Office Admin. & Management
LGL 216	Trial Prep. & Discovery Practice
LGL 218	Criminal Law
LGL 235	Legal Aspects of Business Organizations
LGL 225	Estate Planning
LGL 236	Elder Law
SPA 101/102	Spanish I/II