

# LEGAL STUDIES, PARALEGAL STUDIES - CERTIFICATE



## PLGC

The one-year Paralegal Studies certificate equips students for entry-level careers in the legal field. This program offers a fundamental understanding of legal principles, research, writing, and law. Additionally, all courses in this certificate can be credited toward the Legal Studies, Paralegal associate degree for those who wish to further their education.

## Program Learning Outcomes

Upon completion of this program, a student will be able to:

1. Demonstrate competency in conducting legal research using various resources, including online databases and legal libraries. (Legal Research Skills)
2. Exhibit a fundamental understanding of court procedures and the legal system. (Understanding of Legal Procedures)
3. Communicate effectively, both verbally and in writing, in the legal environment. (Communication Skills)
4. Apply critical thinking skills in the reading and analysis of legal materials. (Critical Thinking)

## Certificate Requirements

| Code               | Title  | Hours     |
|--------------------|--|-----------|
| BUSN 1000          | Workplace Relationships  | 3         |
| BUSN 1015          | Business Computing Applications  | 3         |
| COMM 1010          | Communication Fundamentals <sup>^</sup> HUMN; Non-Written Communications; Social and Professional Responsibilities | 3         |
| ENGL 1010          | Composition I HUMN; Written Communication; Information Literacy  | 3         |
| LAWS 1080          | Introduction to Law and Legal Studies  | 3         |
| LAWS 2020          | Basic Civil Procedures for Legal Professionals   | 3         |
| LAWS 2040          | Law in Contemporary Society  | 3         |
| LAWS 2090          | Legal Research and Writing I <sup>^</sup>  | 3         |
| <b>Total Hours</b> |  | <b>24</b> |

<sup>^</sup> Work-based learning course

## Recommended Course Sequence

| Course            | Title                                   | Hours     |
|-------------------|---|-----------|
| <b>Year 1</b>     |   |           |
| <b>Semester 1</b> |   |           |
| BUSN 1015         | Business Computing Applications         | 3         |
| ENGL 1010         | Composition I (or ENGL 1010A)           | 3         |
| LAWS 1080         | Introduction to Law and Legal Studies   | 3         |
| LAWS 2040         | Law in Contemporary Society             | 3         |
| <b>Hours</b>      |   | <b>12</b> |
| <b>Semester 2</b> |   |           |
| BUSN 1000         | Workplace Relationships                 | 3         |
| COMM 1010         | Communication Fundamentals <sup>^</sup> | 3         |

|                    |  |           |
|--------------------|--|-----------|
| LAWS 2020          | Basic Civil Procedures for Legal Professionals | 3         |
| LAWS 2090          | Legal Research and Writing I <sup>^</sup>      | 3         |
| <b>Hours</b>       |  | <b>12</b> |
| <b>Total Hours</b> |  | <b>24</b> |

<sup>^</sup> Work-based learning course