

**Paralegal Studies**

CERTIFICATE OF ACHIEVEMENT (CoA)

REQUIRED CREDITS: 32

DEGREE CODE: LAW-CT

**DESCRIPTION**

The Certificate of Achievement in Paralegal Studies is designed for students who hold an associate or baccalaureate degree. It is a program of study which qualifies its graduates to be employed in law and business related occupations, including private law firms, corporate departments and government entities. Substantive law is combined with thorough preparation in legal procedures, research methodology and practical knowledge. The Paralegal Studies Program provides the foundation for students to think critically and act ethically in accordance with the local and national rules of professional conduct. Graduates of this program will be prepared to perform high quality legal work under the direction of an attorney. The program encourages graduates to continue educational pursuits and seek community service opportunities.

**STUDENT LEARNING OUTCOMES**

- Demonstrate ability to manage cases and draft legal documents by applying written skills and knowledge of legal procedures in civil litigation and other substantive areas of law.
- Identify ethical issues and be able to apply the rules of professional conduct through synthesis and analysis.
- Demonstrate knowledge of research methodology by applying critical thinking initiatives to various information formats including computerized and traditional library research.
- Proficient use of word processing software and ability to identify and adapt to different types of law office technology and computer applications.

**PLEASE NOTE** - The courses listed below may require a prerequisite or corequisite. Read course descriptions before registering for classes. All MATH and ENG courses numbered 01-99 must be completed before reaching 30 total college-level credits. No course under 100-level counts toward degree completion.

**GENERAL EDUCATION REQUIREMENTS (3 CREDITS)**

**COMMUNICATIONS (3-5 credits)**

COM 101, 102, 115, 215; ENG 100, 101, 102, 113, 114, 205; JOUR 102; THTR 105

**SPECIAL PROGRAM REQUIREMENTS (29 CREDITS)**

IS 101	Introduction to Information Systems	3
LAW 101	Fundamentals of Law I	3
LAW 231	Civil Procedure	3
LAW 234	Civil Procedure II	3
LAW 253	Law Office Management	3
LAW 259	Legal Writing	3
LAW 261	Legal Research I	4
LAW 262	Legal Research II	4
LAW 263	Ethics	3

Computation included in LAW 253

Human Relations included in LAW 101

**FULL-TIME STUDENT DEGREE PLAN**

*Plan can be modified to fit the needs of part-time students by adding more semesters.*

<b>FIRST SEMESTER</b>	<b>Credits</b>
Complete Communications (see courses this page)	3-5
IS 101 Introduction to Information Systems	3
LAW 101 Fundamentals of Law I	3
LAW 231 Civil Procedure	3
LAW 259 Legal Writing	3
LAW 261 Legal Research I	4
<b>TOTAL CREDITS</b> .....	<b>19-21</b>

<b>SECOND SEMESTER</b>	<b>Credits</b>
LAW 234 Civil Procedures II	3
LAW 253 Law Office Management	3
LAW 262 Legal Research II	4
LAW 263 Ethics	3
<b>TOTAL CREDITS</b> .....	<b>13</b>

**DEGREE PLAN TOTAL CREDITS**..... **32-34**

- NOTE**
- Course numbers with the “B” suffix may be non-transferable for a NSHE baccalaureate degree.
  - Course numbers with the “H” suffix are designated Honors-level courses and can be used to fulfill equivalent general education requirements. For more information visit [www.csn.edu/honors](http://www.csn.edu/honors).
  - In no case, may one course be used to meet more than one requirement except for the Values and Diversity general education requirement (only AA, AS, and AB degrees) which may be used to fulfill the corresponding general education or emphasis requirement.
  - Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.

