

CERTIFICATE OF ACHIEVEMENT

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 - Graduates of this program will have the opportunity to:

- 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.

GENERAL EDUCATION REQUIREMENTS (3 Credits):

	CR	SEMESTER
COMMUNICATIONS: COM 101, ENG 100, 101, 113	3-5	_____

SPECIAL PROGRAM REQUIREMENTS (29 Credits):

	CR	SEMESTER
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

LAW-CT **32**
Total Credits

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.

**Guided Pathway
Certificate of Achievement (CA) - Paralegal Studies
Total Credits 32**

**Post-Degree Certificate of Achievement - designed for students who
already hold an associates or baccalaureate degree**

First Semester	Requirement	Credit Hours	Term
Elective	Communications	(3)	Transferred
IS 101	Introduction to Information Systems	3	
LAW 101	Introduction to Law	3	
LAW 231	Civil Procedure	3	
LAW 259	Legal Writing	3	
LAW 261	Legal Research I	4	
	Total	19	
Second Semester	Requirement	Credit Hours	Term
LAW 234	Civil Procedure II	3	
LAW 253	Law Office Management	3	
LAW 262	Legal Research II	4	
LAW 263	Ethics	3	
	Total	13	
	Certificate Total	32	

*** The Business Administration Department can provide registration assistance with prerequisite waivers. Proof of prior undergraduate degree will be required. (West Charleston - C250 - 651-5066)**