

**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
<b>COMMUNICATIONS:</b> COM 101, ENG 100, 101, 113	3-5	_____

**SPECIAL PROGRAM REQUIREMENTS (29 Credits):**

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

Computation included in LAW 253  
Human Relations included in LAW 101

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.