

Paralegal

Division of Social Sciences — Curriculum Code: 3208

Will Earn Upon Program Completion: Certificate of Achievement

Law firms, corporations, government agencies, title companies, insurance companies, state and federal courts, and other entities are increasingly seeking qualified paralegals to assist with a wide variety of legal tasks. Duties of paralegals typically include conducting interviews, investigations, and legal research; preparing legal documents and memoranda; assisting with clients; and being involved in the daily operations of the law office.

Program Requirements

MAJOR COURSE REQUIREMENTS

- [PLS 101](#) Introduction to Law for Paralegals (3 credits)
- [PLS 102](#) Legal Research and Writing (3 credits)
- [PLS 105](#) Torts (3 credits)
- [PLS 107](#) Contracts (3 credits)
- [PLS 202](#) Advanced Legal Research and Writing (3 credits)
- [PLS 205](#) Administrative Law (3 credits)
- [PLS 206](#) Litigation Procedures (3 credits)

RECOMMENDED SEQUENCE OF COURSES

Total Credits Required for Certificate of Achievement: 21

First Semester

- [PLS 101](#) Introduction to Law for Paralegals (3 credits)
- [PLS 102](#) Legal Research and Writing (3 credits)
- [PLS 105](#) Torts (3 credits)

Second Semester

- [PLS 107](#) Contracts (3 credits)
- [PLS 206](#) Litigation Procedures (3 credits)

Third Semester

- [PLS 202](#) Advanced Legal Research and Writing (3 credits)
- [PLS 205](#) Administrative Law (3 credits)

NOTES:

(1) The Paralegal Certificate of Completion program prepares students to work under the supervision of an attorney. A paralegal shall not engage in the unauthorized practice of law. Only attorneys can provide legal services directly to the public.

(2) This plan assumes the completion of all required developmental courses in Reading, English, and Mathematics as well as other [pre-requisites](#) and [co-requisites](#) for some of the courses, as listed in the Course Descriptions section.