



# *CERTIFICATE REQUIREMENTS*

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## *Paralegal Post-Baccalaureate Technical Certificate*

*This Paralegal Post-Baccalaureate Certificate may be earned in one year of study if the student has already completed a Bachelor's (BS or BA) or a higher degree. To complete the certificate, the student will need 24 credits in paralegal (110) courses. The American Bar Association (ABA) requires at least four of these classes must be taken in a traditional classroom - not online. You must be accepted into the Paralegal Program or Paralegal Certificate to register for 110 legal specialty classes. Please contact the Program Director or the Counseling Department to determine if the Associate Degree Program or the Paralegal Certificate will best meet your needs. Minimum 2.0 cumulative GPA required for successful completion of certificate.*

*\*\*Students may take additional legal specialty courses beyond the eight required courses.*

Course Number	Course Title	Hrs./Week	Credits	Prerequisite(s)/Comments
110-101	Introduction to Paralegalism	3	3	Fall only
110-102	Civil Litigation I	3	3	Fall only
110-104	Legal Research	3	3	Fall only
110-114	Administration of Estates <b>OR</b>	3	3	Fall only
110-168	Criminal Law-Paralegal			Fall only
110-103	Civil Litigation II	3	3	Spring only, 110-101, 110-102, 110-104
110-105	Legal Writing	3	3	Spring only, 110-101, 110-102, 110-104
110-106	Family Law <b>OR</b>	3	3	Spring only, 110-101, 110-102, 110-104
110-107	Legal Aspects of Business Orgs			Spring only, 110-101, 110-102, 110-104
110-142	Paralegal Internship (144 hrs off campus work exp.) <b>OR</b>		3	110-101, 110-102 & 110-104 & (110-114 or 110-168)
110-143	Paralegal Field Study (144 hrs independent study)		3	110-101, 110-102 & 110-104 & (110-114 or 110-168)
	<b>Total Credits</b>		<b>24 cr.</b>	

*\*Classes are restricted to the Paralegal Program & Paralegal Post-baccalaureate Certificate. A grade of “C” or better is necessary for to meet prerequisite requirements.*

**TOTAL CREDITS REQUIRED = 24**