

Paralegal

Paralegal Certificate

OWENS CAMPUS

Spring 2020

The Paralegal Certificate is available to students with at least an underlying associate degree in any discipline who are looking to further their education and gain specialized knowledge in the legal field. The certificate program is designed to prepare graduates to find employment in law firms, federal, state, and local agencies, the court system, banks, and private businesses. Students in the certificate program take courses focusing on the structure and organization of the American legal system, basic principles of law and legal research, and various areas of substantive law. In addition, students may choose the opportunity to complete an internship to supplement their classroom studies with relevant work experience. Paralegals may not provide legal services directly to the public, except as provided by law.

PROGRAM SPECIFIC ADVISEMENT STATEMENT

Paralegals may not provide legal services directly to the public except as permitted by law.

Courses - Semester 1

[PLG 170 - Intro to the Legal System](#)

Credits	Lecture	Lab
3	3	0

Courses - Semester 2

[PLG 280 - Legal Research & Writing](#)

Credits	Lecture	Lab
3	2	2

[PLG 285 - Law Office Mgmt & Procedures](#)

3	2	2
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OR [PLG 290 - Paralegal Internship](#)

4	0	12
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Approved Electives

Select five (5) of the following legal electives.

Group	Courses	Credits	Lecture	Lab
	PLG 160 - Family Law	3	3	0
	PLG 172 - Law of Simple Contracts	3	3	0
	PLG 175 - Estate Admin and Probate	3	3	0
	PLG 270 - Criminal Law/Invest Procedures	3	3	0
	PLG 271 - Real Property Law	3	3	0
	PLG 273 - Civil Procedure	3	3	0
	PLG 274 - Torts	3	3	0
	PLG 276 - Business Entities	3	3	0

To complete program requirements, you must pass the above courses and earn at least **24 credits**. The number of courses and credits required for graduation may be more depending on your need for developmental education courses and the elective choices you make (if electives are a part of the program). Some programs also have college-level courses that you must take if you do not score at a certain level on the College Placement Test. If this applies to your program, the courses are listed at the top of the sequence sheet before the first semester of the course list.