

**PARALEGAL Pro-Certificate**

**Effective Date: 05.08.2023 Program Chair**

**\*The Paralegal Preferred Pro-Certificate is awarded to students who have completed a Bachelor of Arts or Associate of Arts and Science degree and the 56 credits of paralegal certificate coursework.**

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| **Core Required Courses** | **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Student must complete all 53 credits from this section** | | **Credits** | **Offered** |  |
| CU 105 | Word & Excel OR CU 102 & CU 103 (**no prereq;** CU100 | 5 | **F,W,Sp,S** |  |
| recommended) |
| \*PLST 106 | Legal Documentation Production (**prereq:** CU 105) | 3 | W,**S** |  |
| \*PLST 150 | Paralegal Fundamentals and Ethics (**prereq:** completion of English Direct-Self-Placement Tool) | 5 | F,**Sp** |  |
| \*PLST 151 | Legal Research & Writing I (**prereq:** completion of English Direct-Self-Placement Tool) | 5 | **F**,Sp |  |
| \*PLST 152 | Intro to Civil Law (**prereq:** completion of English Direct-Self-Placement Tool) | 5 | W**,W** |  |
| \*PLST 153 | Civil Procedure I | 5 | **F**,Sp |  |
| \*PLST 154 | Computer Applications in the Law (**prereq:** PLST 106, CU 105) | 3 | **F**,Sp |  |
| \*PLST 156 | Criminal Procedure for Paralegals (**prereq:** completion of English Direct-Self-Placement Tool) | 5 | F,**W** |  |
| PLST 232 | Interviewing & Investigations (**prereq:** completion of English Direct-Self-Placement Tool) | 5 | F,**Sp** |  |
| PLST 233 | Internship I (\***Prereq:** All \*Courses -See Student Internship Manual) | 5 | F,W,Sp,S |  |
| PLST 239 | Transition Planning (**prereq:** PLST 150, PLST 152, PLST 153, PLST | 1 | Sp (online) |  |
| 106, and instructor permission) |
| PLST 251 | Legal Research & Writing II (**prereq:** PLST 151) | 3 | W,**F** |  |
| PLST 253 | Civil Procedure II (**prereq:** PLST 153) | 3 | **S** |  |
|  | *Recommended but not required: PLST 149, CU 108* **Credit Subtotal:** | 53 | **53** |  |
| **Legal Specialty Courses** | **Student must complete 3 credits from this section** | |  |  |  |
| PLST 221 | Family Law | 3 | S |  |
| PLST 222 | Probate/Estate Planning | 3 | W |  |
| PLST 223 | Alternative Dispute Resolution (ADR) | 3 | S |  |
| PLST 224 | Real Estate Law | 3 | TBD |  |
| PLST 225 *n/o* | Bankruptcy Law | 3 | - |  |
| PLST 226 *n/o* | Administrative Law | 3 | - |  |
| PLST 228 | Employment Law | 3 | W |  |
| PLST 230 | Business Organization/Corporations | 3 | TBD |  |
| PLST 231 | Contracts/Commercial Transactions | 3 | TBD |  |
| PLST 234 | Internship II | 5 | F,W,Sp,S |  |
| PLST 235 *n/o* | eDiscovery | 3 | - |  |
| PLST 237 *n/o* | Introduction to Tax Law | 3 | - |  |
|  | Credits: | 3 | **56** |  |

# *n/o =* Elective courses not currently offered this academic year.

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| F | W | Sp | S | F | W | Sp | S |
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**Note:** All courses must be completed with a grade of “C” or better in order to count towards certificate completion