**Legal Studies/Paralegal**

**Business Division**

The Legal Studies/Paralegal certificate program is designed to develop and enhance the skills and understanding needed to fill responsible positions in banks, insurance companies, real estate companies, private law offices, corporate law offices, and local, state and federal government legal departments. The Legal Studies/Paralegal Certificate program is a member of the American Association for Paralegal Education. See admission requirements to the Legal Studies/Paralegal Certificate Program below.

The topic of ethics and the paralegal's role in the legal profession are emphasized throughout the courses in the program.

Eight courses are required for completion of the Legal Studies/Paralegal Certificate Program. The certificate will be awarded on completion of the following courses:

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| **Course No.** | **Title** | **Credits** |
| LGL\*H101 | Introduction to Paralegalism | 3 |
| LGL\*H102 | Legal Research and Writing | 3 |
| LGL\*H104 | Real Estate Practice | 3 |
| LGL\*H202 | Advanced Legal Research and Writing | 3 |
| LGL\*H209 | Probate Practice & Estate Administration | 3 |
| LGL\*H208 | Litigation | 3 |
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| Choose two of the following: | | |
| LGL\*H270 | Cooperative Education Work Experience | 3 |
| LGL\*H210 | Family Law | 3 |
| LGL\*H204 | Criminal Procedure | 3 |
| LGL\*H230 | Advanced Legal Issues Seminar | 3 |
| LGL\*H206 | Bankruptcy Law | 3 |
|  | Total Credit Hours | 24 |

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:

1. Interview client(s) and condense fact patterns into a concise legal analysis.
2. Explain the structure of the State and Federal Court system, including Trial Court function(s) and Appellate Court functions.
3. Identify historical, sociological and political trends that have changed, and continue to change, the American legal system.
4. Explain the role of forensic science in evidentiary matters pertaining to civil and criminal litigation.
5. Research a particular fact pattern to identify all legal issues, and describe the competing arguments that can be advanced by parties to a controversy.
6. Explain the role of the judiciary in providing a balance to the legislative and executive functions of government.
7. Differentiate between liability issues and damage issues in legal controversies.
8. Identify inherent restrictions in the civil and criminal legal process that inhibit the ability of the legal system to function as a tool of social justice.
9. Identify and present a logical plan for a client taking into account the strengths and weaknesses of adopting various legal positions.
10. Maintain organized financial data concerning a client’s case file.
11. Foster good relations between the law firm, department, or public entity and the clients served.
12. Demonstrate organization in handling multiple client case files and maintain strict docket control for timely case file review.
13. Understand conflict resolution as viewed from the theoretical perspective and the pragmatic perspective.
14. Apply common law principles and statutory principles where appropriate.
15. Recognize fundamental tort and contract principles that are found in different areas of the law.