

Paralegal Studies Certificate

About the Program

The Paralegal program prepares its graduates to perform substantive legal work under the supervision of an attorney. Although paralegals cannot provide legal services directly to the public, except as permitted by law, paralegals assist attorneys in a variety of legal environments by performing tasks such as drafting legal documents, performing legal research, maintaining corporate records and minutes books, interviewing witnesses and clients, and assisting in trial preparation.

Paralegal Studies Certificate

Total Required Credits: 27

Certificate Requirements: 21

Program Electives: 6

Code: 4270

Program note: This post-degree certificate is available to students who have earned an associate's degree (A.A. or A.S.) or higher.

Key First Semester Courses

Pgl 1100* Introduction to Paralegal Studies.....3

Buslw 2211* Business Law I3

*Students must complete these courses before applying for program admittance.

Certificate Requirements

Buslw 2211	Business Law I	3
Pgl 1100	Introduction to Paralegal Studies.....	3
Pgl 1200	Civil Litigation.....	3
Pgl 1250	Legal Ethics and Law Office Organizations	3
Pgl 1500	Introduction to Legal Research and Writing.....	3
Pgl 2100	Advanced Legal Research and Writing.....	3
Pgl 2550	Paralegal Practicum.....	3

Program Electives

Two program electives must be selected from the following:

Pgl 2200	Criminal Law and Procedure	3
Pgl 2250	Corporations and Other Business Organizations	3
Pgl 2300	Estate Planning and Probate Law.....	3
Pgl 2350	Family Law	3
Pgl 2400	Intellectual Property Law	3
Pgl 2450	Real Property Law	3
Pgl 2500	Tort and Insurance Law.....	3

Adviser

If you are considering this program as an area of study, consult with the following faculty adviser:

Sally N. Fairbank
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Phone
(630) 942-2955

Program web site: www.cod.edu/paralegal