

Paralegal, Diploma

School of Art, Humanities, Social Sciences and Public Service

The Paralegal Diploma is designed to provide a solid foundation in the principles and practices involved in performing certain paraprofessional services.

Career Opportunities

Graduates of the program typically work in areas involving legal research, preparation of documents, maintenance of files and client interviewing.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Use good research skills.
- Understand basic legal terminology.
- Gain familiarity with computer operations and applications
- Prepare, under supervision, legal documents such as deeds and mortgages.

| Sugg. Term | Seq # | Course ID | Course Title | Cr. | Term Offered | Prereq(s) | Options Available |
|------------|-------|-----------|-------------------------|-----|--------------|----------------------------|--------------------|
| Fall | 1 | PDV 101 | First Year Seminar | 1 | F, Sp, Su | | |
| | 2 | ENG 161 | College Writing | 3 | F, Sp, Su | ENG 085 Placement | |
| | 3 | RLS 210 | Laws of Real Estate | 3 | F | | |
| | 4 | LAS 101 | The Legal Assistant | 3 | F | | |
| | 5 | LAS 111 | Legal Analysis | 3 | F | | |
| Spring | 6 | LAS 210 | Legal Writing | 3 | Sp | ENG 161 & LAS 111 | |
| | 7 | LAS 125 | Litigation I | 3 | Sp | LAS 101 & 111 | |
| | 8 | Elective | Social Science Elective | 3 | F, Sp, Su | | Page 49 Column III |
| | 9 | BUS 120 | Mathematics of Business | 3 | F, Sp, Su | MTH 050, 050A or Placement | |
| Fall | 10 | LAS 215 | Legal Research | 3 | F | LAS 210 | |
| | 11 | CPT 150 | Microcomputer Concepts | 3 | F, Sp, Su | | |
| | 12 | Elective | Restricted Elective | 3 | F, Sp, Su | | See List |

Total Program Credits

34

Restricted Electives:

ACC 155 Accounting I

BUS 205 Business Law

BUS 249 Labor Relations

CRJ 163 Criminal Procedure

CRJ 261 Criminal Law II

CRJ 263 Investigative Concepts

OFT 110 Document Processing I