

## 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/Coreq(Co)	Options Available
Fall	1	PDV 101	First Year Seminar	1	F, Sp, Su		
	2	ENG 161	College Writing	3	F, Sp, Su	ENG 085 or 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 46 Column III
	9	BUS 120	Mathematics of Business	3	F, Sp, Su	MTH 050, MTH 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

LEAS

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