**PARALEGAL** Pro Certificate

**Effective: September 1, 2024**

**Program Chair: Beth Acken**

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| **Core Required Courses** | **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  ***Student must complete all 45 credits from this section and earn a C or higher.*** | **Credits** | **Offered** |  |
| CU 105 | Word & Excel OR CU 102 & CU 103  | 5 | F,W,Sp,S |  |
| PLST 150 | Paralegal Fundamentals and Ethics (**coreq:** ENG& 101) | 5 | F,W,Sp, |  |
| PLST 151 | Legal Research & Writing I (**prereq:** ENG& 101; **coreq:** PLST 150) | 5 | F,W,Sp |  |
| PLST 152 | Intro to Civil Law (**prereq:** ENG& 101; CU 105 OR CU 102 and CU 103 OR MOS Certificate in Word and Excel; PLST 150) **coreq:** PLST 151, BUS 110 or College Level MATH) | 5 | F,W |  |
| PLST 153 | Civil Procedure I(**prereq:** ENG& 101; CU 105 OR CU 102 and CU 103 OR MOS Certificate in Word and Excel; BUS 110 or College Level MATH; PLST 150; PLST 151; **coreq:** PLST 152) | 5 | F,W |  |
| PLST 156 | Criminal Procedure for Paralegals (**prereq:** ENG& 101; CU 105 OR CU 102 and CU 103 OR MOS Certificate in Word and Excel; BUS 110 or College Level MATH; PLST 150; PLST 151)  | 5 | W,Sp |  |
| PLST 157 | Legal Technology(**prereq:** ENG& 101; CU 105 OR CU 102 and CU 103 OR MOS Certificate in Word and Excel; BUS 110 or College Level MATH; PLST 150; PLST 151) | 5 | F,W,Sp |  |
| PLST 201 | Interviewing & Investigations (**prereq**; PLST 152; **coreq:** PLST 153; PLST 156)  | 5 | F,W,Sp |  |
| PLST 233 | Internship I (**prereq**: PLST 152; PLST 153; PLST 156; PLST 157)  | 5 | F,W,Sp,S |  |
|  | **Credit Subtotal:** | 45 | **45** |  |
|  |  ***Student must complete 5 credits from this section and earn a C or higher.*** ***Prereq for all Paralegal Electives include:*** PLST 152, PLST 153, PLST 157; C***o-req. for all Paralegal Electives include:*** PLST 156; PLST 201***.***  |  |  |  |
| Ccc**Elective Courses** | PLST 221 | Family Law | 3 | W |  |
| PLST 222 | Probate/Estate Planning | 3 | Sp |  |
| PLST 223 | Alternative Dispute Resolution (ADR) | 2 | F,W,Sp |  |
| PLST 224 | Real Estate Law | 3 | Sp |  |
| PLST 225  | Bankruptcy Law  | 2 | n/o |  |
| PLST 226  | Administrative Law | 3 | F |  |
| PLST 228 | Employment Law | 3 | W |  |
| PLST 230 | Business Organization/Corporations | 2 | Sp |  |
| PLST 231 | Contracts/Commercial Transactions | 3 | F |  |
| PLST 234 | Internship II ***(prereq:*** PLST 201; PLST 233) | 5 | F,W,Sp,S |  |
| PLST 235  | eDiscovery | 2 | n/o |  |
| PLST 237  | Introduction to Tax Law | 2 | W |  |
|  | PLST 251 | Legal Research & Writing II | 3 | F,W |  |
|  | PLST 253 | Civil Procedure II | 3 | W |  |
|  | PLST 255 | Torts and Personal Injury | 3 | Sp |  |
| GGGGxx |  |  | **Credit Subtotal:**(*n/o)= Elective courses not currently offered this academic year.* | 5 | **50** |  |
|  |  |  |  |  |  |  |
|  |  |  **Total Credits:** | **50** |  |  |
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|  F  | W  | Sp  | S  | F  | W  | Sp  | S  |
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