**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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