



Marian Court College – CERTIFICATE

Paralegal

THE PARALEGAL CERTIFICATE offers participants the opportunity to acquire a fundamental knowledge of the law necessary for a career as a paralegal or to pursue further study. Students explore paralegal policy and procedures, as well as an understanding of civil lawsuits and the judicial process. Legal research and writing will be covered which emphasize problem solving and analytical thinking.

CAREER OPPORTUNITIES

The paralegal profession is expected to grow much faster than average for paralegals and legal assistants through the year 2014. Job opportunities exist in private law firms, corporate legal departments, insurance companies and the private sector. In addition, Federal, State, and local government agencies, consumer organizations and the courts are hiring paralegals in increasing numbers as employers increase the availability and efficiency of legal services to perform tasks formerly carried out by lawyers. The Paralegal certificate offers participants an opportunity to master basic legal skills and practices to prepare for a variety of entry-level paralegal positions.

CERTIFICATE OUTCOMES

Students who successfully complete the Paralegal certificate program will:

- ▶ Acquire and utilize the concepts of critical and analytical thinking as it relates to paralegal research.
- ▶ Be able to communicate effectively, both written and orally, using the legal vocabulary as is needed in the field.
- ▶ Understand the distinction and diversity of the different areas of the legal profession.
- ▶ Demonstrate an understanding of the federal and state court systems.
- ▶ Be able to use computerized and manual legal research techniques.
- ▶ Demonstrate an understanding of the professional code of ethics applied to the legal community.
- ▶ Develop the skills necessary to function as entry-level paralegals or legal assistants in private, government and various legal settings.
- ▶ Understand the opportunities in paralegal careers and the value of continuing education.

COURSE REQUIREMENTS

CS100	Computer Concepts, Applications & Internet or CS120	3	LE212	Business Law	3
LE107	Introduction to Law & Legal Systems	3	LE213	Wills, Estates, & Trusts	3
LE110	Legal Research	3	LE215	Family Law	3
LE210	Real Estate Law	3		Legal Elective	3
				Total Credits	24

* A student must demonstrate proficiency in English either by successful completion of EN110 (4 cr.) or successful completion of proficiency exam.

DEGREE OPTION: Successful completion of the Paralegal certificate program paves the way for furthering your education—graduates earn a minimum 24 college credits which may be applied toward an associate degree in a related program of study at Marian Court College.