

## Paralegal Certificate Program

### Academic Plan as of spring 2025

#### **Program Description:**

This program will provide students with comprehensive knowledge of the American judicial system and provide the skills necessary to work inside a law office, corporate legal department, or governmental agency. It will also teach students practical paralegal skills necessary to succeed in the legal industry, including how to provide paralegal assistance to trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for litigation. The program will also cover the history and overview of the legal system, the role of the paralegal, legal ethics, unauthorized practice, the rules of professional conduct, importance of communications, judgment and analytical ability, terminology, sources, and works of the law.

#### **Program Learning Outcomes:**

By the end of the Paralegal Certificate Program, students will be able to:

- Analyze the origins and development of the U.S. legal system, including the influence of the three branches of government.
- Compare the various stages of the American judicial process, including the differences between state and federal systems.
- Describe the steps in the litigation process, including the importance of voir dire, the rules of statutory construction, and the Federal Rules of Civil Procedure.
- Explain the essential elements in criminal law, including the difference between general and specific intent, and the various defenses available in criminal cases.
- Define the concept of jurisdiction in legal cases, including the requirements for personal jurisdiction vs. subject matter jurisdiction, and explain the process of classifying cases.
- Identify the key elements of contract law, defenses to valid contracts, and remedies available for breach of contract actions, including the Uniform Commercial Code (UCC).
- Discuss the elements of tort law principles including intentional torts, negligence, and defenses to tort claims.
- Describe family law concepts, including the requirements for a valid marriage, the process for terminating a marriage, and the criteria for custody and support decisions.

#### **Prerequisites and Admissions Requirements:**

High School Diploma or equivalent. You should be comfortable with: using a word processor (changing font, spell check); using email for communication; sending an email attachment; navigating the Internet; downloading appropriate plugins, and using an Internet search engine.

#### **Program Requirements:**

To earn the Paralegal Certificate you must successfully complete the required course *Paralegal Certificate Program (PL6149)* for a total of 135.0 contact hours (12.5 CEUs).