

Academic Plan as of spring 2023

Program Description-Paralegal Certificate Program:

When you earn UNLV's highly respected Paralegal Certificate, you will be well versed in the day-to-day responsibilities of a paralegal, plus you will understand the legal principles that govern our state and nation. Paralegal coursework is divided into two primary categories: Practicum and the Law. Practicum curriculum focuses on the skills most in demand in a Nevada paralegal: effective legal research, persuasive writing, law practice management, document formatting and structure, court filing, calendaring deadlines, and ethical representation. You will learn these skills and put them into practice by representing two hypothetical clients: a plaintiff and a defendant. Law curriculum covers substantive legal concepts you are most likely to encounter in paralegal practice: torts, contracts, criminal law, criminal procedure, civil procedure, family law, and estate planning/probate. UNLV paralegal graduates gain the knowledge, skills, and confidence they need to successfully enter the profession. The registration fee includes the practicum textbooks and access to LexisNexis and Westlaw. This is a hybrid course where you will be enrolled in a concurrent online learning program.

Program Description-Paralegal Certificate Program-Online:

When you earn UNLV's highly respected Paralegal Certificate online, you will enjoy quality education at a time that is convenient to you. By completing our robust and engaging self-paced curriculum, you will become well versed in the day-to-day responsibilities of a paralegal, plus you will develop a firm understanding of the U.S. legal system. Coursework is divided into two primary categories: Practicum and the Law. Practicum curriculum focuses on the skills most in demand in a paralegal: effective legal research, persuasive writing, law practice management, document formatting and structure, court filing, calendaring deadlines, and ethical representation. You will learn these skills and put them into practice by representing two hypothetical clients: a plaintiff and a defendant. The law curriculum will provide you with a strong foundation of the legal concepts you are most likely to encounter in U.S. paralegal practice: torts, contracts, criminal law, criminal procedure, civil procedure, family law, and estate planning/probate. UNLV paralegal students gain the knowledge, skills, and confidence they need to successfully enter the profession. This is a self-paced fully online course where you will have up to 30 weeks to complete the program. The registration fee includes access to LexisNexis and Westlaw. Students registering and residing outside of Nevada while completing this online program, please read the SARA disclaimer and disclosures document at <https://continuingeducation.unlv.edu/programs/paralegal-certificate-program> prior to registering.

Prerequisites and Admission Requirements:

Must have daily access to a computer with internet, Microsoft Word, and printer. This program is intended for students who are already prepared with the following prerequisite skills:

- Strong communication skills including the ability to communicate verbally and in writing
- High attention to detail and accuracy
- Analytical and critical thinking skills required to create and draft persuasive arguments
- A high school diploma or equivalent
- Access to a computer that can connect to the Internet and basic word-processing
- Basic word-processing and template manipulation skills
- Web search skills
- Web browser access for online legal research using specialized research tools
- Ability to dedicate large amounts of time to reading and studying course material

Program Learning Outcomes:

- Demonstrate the entire litigation process by using real cases and drafting essential documents required in every lawsuit
- Apply essential legal terminology to aid in understanding the language of law
- Recognize court structure and determine how court decisions are used in legal analysis and writing
- Demonstrate skills of how to operate inside of a law firm environment, including how to manage documents, calendar cases and file with the court
- Distinguish between different types of torts and be able to apply it in a law firm environment
- Differentiate types of contracts and apply contract law in a law firm environment
- Define how family law is applied in a law firm environment

Program Requirements:

Students are required to pass the Paralegal Certificate Program course (PL6131) or the Paralegal Certificate Program-Online course (PL6149) to earn a certificate of completion and 12.5 CEUs.

Required Courses:

Paralegal Certificate Program (PL6131)

or

Paralegal Certificate Program-Online (PL6149)