



Academic & Career PATHWAYS

Certificate Paralegal Practice

Part-Time Advising Guide

The Paralegal Practice Certificate prepares students to perform substantive and procedural legal work under the supervision of an attorney. Paralegals may not provide legal services directly to the public, except as permitted by law. Paralegals work in many different areas of the law. The required degree courses focus on the core knowledge and skills needed by paralegals in all areas. The elective courses allow students to gain knowledge in various legal specialty areas.

Students must apply to and be accepted into the program. Certificate program requires that student have previously completed an Associate of Arts, Associate of Science, or Bachelors Degree from an accredited institution.

**This pathway is designed for a Fall semester start.*

	Course	Degree Requirements Met	Credits	Action Steps
Semester 1				
<input type="checkbox"/>	LEGL 100 Introduction to Legal and Paralegal Studies	Program Requirement	3	<ul style="list-style-type: none"> ▪ Meet with Student Success Advisor to build degree plan ▪ Apply to program ▪ Research/contact transfer institutions
<input type="checkbox"/>	LEGL 104 Legal Technology I	Program Requirement	3	
<input type="checkbox"/>	LEGL 125 Legal Research & Writing I	Program Requirement	3	
Total Semester Credits			9	



Academic & Career PATHWAYS

Semester 2				
<input type="checkbox"/>	LEGL 204 Legal Technology II <i>Course pre-req: LEGL 104</i>	Program Requirement	3	<ul style="list-style-type: none"> ▪ Meet with Student Success Advisor ▪ Apply for admission at transfer institution ▪ Meet with Program Coordinator regarding Internship or Capstone eligibility ▪ Work with Career Services to develop resume ▪ Begin applying for jobs. Qualifying jobs may be used for internship requirement.
<input type="checkbox"/>	LEGL 225 Legal Research and Writing II <i>Course pre-req: LEGL 104 & LEGL 125</i>	Program Requirement	3	
<input type="checkbox"/>	LEGL Elective Refer to Course Catalogue for electives offered each term. Choose between LEGL 110, LEGL 126, LEGL 148, LEGL 173, LEGL 175, LEGL 181, LEGL 210, LEGL 224, LEGL 255, LEGL 278, LEGL 279, LEGL 283, LEGL 284 Choose one	Program Requirement	1-3*	
<input type="checkbox"/>				
Total Semester Credits			7-9	
Semester 3				
<input type="checkbox"/>	LEGL 250 Ethics for the Paralegal	Program Requirement	3	<ul style="list-style-type: none"> ▪ Meet with Student Success Advisor ▪ Apply for Graduation
<input type="checkbox"/>	LEGL 275 Litigation <i>Course pre-req: LEGL 104 & LEGL 125</i>	Program Requirement	3	
<input type="checkbox"/>	LEGL 290 Internship in Paralegal Practice OR LEGL 295 Legal and Paralegal Studies Capstone <i>Internship and Capstone classes have additional pre-requisites. See Course Catalog. Internship and Capstone classes require Program Coordinator Approval to enroll.</i> Choose one	Program Requirement	3	
Total Semester Credits			9	
<p><i>*The Paralegal Practice Certificate requires a minimum of 27* total credits to graduate. When selecting a course from multiple options, please consider the number of credits for each course to ensure meeting the minimum requirements for graduation.</i></p>				

This Pathway Map is an advising tool designed for full-time students and identifies the course recommendations for timely degree completion. All pathway maps can be modified to fit the individual needs of students. All students are encouraged to meet with their academic advisor to develop an individualized completion plan that best meets their goals, interests, and objectives. Degree requirements and prerequisite information can be found here: [Paralegal Practice](#)

Please note:

- Courses may require a prerequisite or appropriate placement, see the [Academic Catalog](#) for additional information.
- Natural Science courses must be chosen from two different disciplines including at least one course with a lab.
- Only 3 credits for performance classes can be used for Humanities & Fine Arts.