PARALEGAL ITC

The Paralegal Intermediate Technical Certificate program comprises 38 credits of specific law-related courses designed to provide advanced training for those individuals who are currently employed in a law-related office or who have previous law-related experience.

Prior to the issuance of a Paralegal ITC, students must complete specified courses and, in addition, meet at least one of the criteria listed below:

1. Have a paralegal certification or designation issued by a nationally recognized paralegal organization
2. Have five (5) years of recent continuous employment experience in a law-related office (see program advisor for a complete list of required courses.)

Upon completion of the Paralegal Intermediate Technical Certificate, the student will:

- Be able to think critically
- Demonstrate organizational skills
- Work effectively with a variety of legal office professionals and clients
- Understand and apply legal ethics as required by law
- Demonstrate in-depth understanding of the legal system and its various agencies
- Demonstrate solid interviewing and investigation skills
- Draft legal documents and memoranda pertinent to specific areas of law
- Demonstrate excellent writing, listening, and speaking skills
- Demonstrate knowledge in legal research and writing skills
- Demonstrate knowledge and understanding of a variety of computer programs
- Maintain confidentiality

Completion of a Technical Skills Assessment is required.

Program Requirements

<table>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GNBPT-202</td>
<td>FINANCIAL BUSINESS APPLICATIONS</td>
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<tr>
<td>LAWPT-223</td>
<td>LEGAL SUPPORT FUNDAMENTALS AND ETHICS</td>
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<td>LAWPT-224</td>
<td>INTRODUCTION TO LAW</td>
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<td>LAWPT-230</td>
<td>LEGAL RESEARCH AND WRITING I</td>
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<tr>
<td>LAWPT-321</td>
<td>REAL ESTATE LAW AND PROCEDURES</td>
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<td>LAWPT-322</td>
<td>PARALEGAL PROCEDURES FOR CRIMINAL LAW</td>
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<td>LAWPT-323</td>
<td>CIVIL LITIGATION</td>
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<td>ADVANCED CIVIL LITIGATION</td>
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<td>LAWPT-331</td>
<td>LEGAL RESEARCH AND WRITING II</td>
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<td>LAWPT-332</td>
<td>WILLS, TRUSTS, AND ESTATES</td>
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<td>LAWPT-341</td>
<td>BUSINESS ORGANIZATIONS</td>
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<td>LAWPT-342</td>
<td>FAMILY LAW</td>
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<td>LAWPT-345</td>
<td>TORT LAW</td>
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Completion of a Technical Skills Assessment is required

Total Credits: 38.00

NOTE: Advisor approval required prior to entering Certificate program. Student must have a combination of legal office experience and/or education as well as advisor approval.