

PARALEGAL ITC

Students pursuing a Paralegal Intermediate Technical Certificate will take 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 this certificate, students must complete specified courses as well as 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 this 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 Skill Assessment is required.

Program Requirements

Code	Title	Credits
General Education Requirements		
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	3.00
HRPT-185	HUMAN RELATIONS IN ORGANIZATIONS	3.00
Take all of the following:		
LAWPT-110	LAW OFFICE TECHNOLOGY	3.00
LAWPT-219	LEGAL TERMINOLOGY	3.00
LAWPT-223	LEGAL SUPPORT FUNDAMENTALS AND ETHICS	3.00
LAWPT-224	INTRODUCTION TO LAW	3.00
LAWPT-230	LEGAL RESEARCH AND WRITING I	3.00
LAWPT-235	PARALEGAL PROCEDURES FOR CRIMINAL LAW	3.00
LAWPT-275	CIVIL LITIGATION	3.00
MATH-123	MATH IN MODERN SOCIETY	3.00
Completion of a Technical Skills Assessment is required		
Total Credits		30.00

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.