



## Paralegal Studies Certificate - 30 credits

Program Area: Paralegal Studies (Fall 2018)

**\*\*\*REMEMBER TO REGISTER EARLY\*\*\***

### Program Description

The Paralegal Studies program is a course of study for those interested in becoming non-lawyer legal professionals. A paralegal (sometimes called a legal assistant) is, in the words of the American Bar Association, a person "who performs specifically delegated substantive legal work for which a lawyer is responsible." Paralegal employers prefer applicants who have completed a formal paralegal training program. Students learn to use the technology and software commonly found in a modern law office and receive practical instruction in legal terminology, state and federal court systems, legal document preparation, substantive and procedural law, legal research, and client interaction.

*This 30-credit Certificate seamlessly transfers to the Paralegal Studies AS (60 credits) and Paralegal Studies AAS (60 credits).*

*The 30-credit Paralegal Studies Certificate is an advanced program that prepares students with prior background for paraprofessional positions in the legal field. Graduates will leave with a solid education in basic legal principles.*

### Program Outcomes

- Demonstrate knowledge of legal terminology, the American legal system, and state and federal court structure, rules, and procedures
- Exhibit understanding of the paralegal's role in the delivery of legal services, including systems for organizing documents, maintaining client relationships, conflict of interest management, calendaring, and billing
- Exhibit ability to utilize technology and legal-specific software commonly used by paralegals in the delivery of legal services
- Demonstrate ability to prepare, draft, and properly format client correspondence and other legal documents using principles of writing, rules of English grammar, and proper citation form
- Exhibit oral communication skills that allow paralegals to interact effectively with clients, attorneys, witnesses, co-workers, court personnel, and the public in a variety of situations
- Demonstrate knowledge of legal principles and procedures in at least one specialty area, such as family law, bankruptcy law, real property law, torts and personal injury law, or wills and probate
- Recognize and apply the legal and ethical principles that apply to the conduct of paralegals involved in the delivery of legal services
- Analyze procedural and substantive legal problems by identifying the key facts and applying the appropriate rule of law to the problem

### Required Courses

Number	Name	Credits	Term
LGST 1400	Legal Studies I: Terminology and Procedures	3	
LGST 1420	Business Law: An Introduction	3	
LGST 1429*	Legal Writing	3	
LGST 1455*	Civil Litigation	3	
ADSC 1517	Computers in the Law Office	3	
LGST 1410*	Legal Studies II: Introduction to Research	3	
LGST 1425	Business Law: Commercial Topics	2	
LGST 1430*	Advanced Legal Research	3	
LGST 1460*	Criminal Law and Procedure	3	
LGST 2997*	Paralegal Capstone	1	
Program Electives	Choose any LGST elective course	3	

### Total Credits

**30**

\*Requires a prerequisite or a concurrent course



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- Demonstrate ability to prepare and carry out a legal research plan using print and electronic resources to identify, locate, cite, and verify the reliability of legal authorities
  - Develop job-seeking and job-keeping skills appropriate for employment in the legal field and prepare a professional portfolio documenting acquired paralegal skills and knowledge
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### Pre-program Requirements

Successful entry into this program requires a specific level of skill in the areas of English and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

#### English/Reading:

- A score of 78 or higher on the reading comprehension portion of the Accuplacer, or
  - Completion of ENGL/READ 0950 or 0955 (or equivalent course or higher).
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For more information about the Paralegal Studies AAS Degree including course descriptions, course prerequisites, the gainful employment disclosure, and potential career opportunities, see program Website: <https://degrees.lsc.edu/all-programs> click on Paralegal Studies AAS



MINNESOTA STATE

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