

**BUSINESS
PARALEGAL CERTIFICATE (PLL)
(HEGIS 5099)
(Applied Academic Certificate)**

This concentrated certificate program is designed to provide students with a basic foundation of skills and knowledge needed to seek employment as a paralegal. The program's curriculum requires completion of a combination of legal specialty, business, and liberal arts courses. Legal specialty courses emphasize the role of the paralegal in dealing with clients, documents, and procedures, while working under the supervision of an attorney. Credits earned in this program may be applied to the Paralegal Associate in Applied Science degree program.

A Certificate is awarded upon completion of the requirements for this program.

Courses should be selected in consultation with an advisor.

<u>Course No.</u>	<u>Descriptive Title</u>	<u>Cr.Hrs.</u>
FIRST SEMESTER		
ENG 101	Composition I	3
GOV 151	Introduction To Law	3
BUS 103	Keyboarding for Information Processing	1
BUS 112	Introduction to Microsoft Word	2
PAL 100	Paralegal Introductory Seminar	1
PAL 110	Fundamentals of Paralegalism	3
PAL 120	Legal Research	<u>3</u>
	TOTAL	16
SECOND SEMESTER		
BUS 101	Business Mathematics	
or BUS 210	Business Communications	3
Paralegal Electives—select four from: BUS 215, CRJ 265, PAL 210, PAL 220, PAL 230, PAL 240, PAL 250		12
BHS 103	Social Problems in Today's World	
or GOV 222	State and Local Government	<u>3</u>
	TOTAL	18
TOTAL 34 CREDIT HOURS		

