**Paralegal Studies**  
**CERTIFICATE PROGRAM**  
**Fall 2020-SPRING 2021**

### REMEDIAL SEQUENCE (if required)
- ESL 1 (8)  
- ESL 2 (6)  
- ESL 3 (6)  
- ENG 9 (4)  
- ENG 1 (4)  
- ENG 2 (4)  
- RDL 1 (4)  
- RDL 2 (6)  
- MTH 1 (4)  
- MTH 5 (6)

### GRADUATION REQUIREMENTS
- GPA ≥ 2.0

**NOTE:**
- Students who may transfer to a four-year college should consult an Advisor for possible replacement courses.
- The Paralegal Certificate is designed for advanced students who already have a minimum of 60 college credits OR a two-year degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 10</td>
<td>Computer Fundamentals and Applications</td>
<td>3</td>
</tr>
<tr>
<td>LAW 17</td>
<td>Introduction to Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>LAW 19</td>
<td>Introduction to Law Office Management and Computers</td>
<td>3</td>
</tr>
<tr>
<td>LAW 41</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 47</td>
<td>Civil Procedure</td>
<td>3</td>
</tr>
<tr>
<td>LAW 95</td>
<td>Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>LAW 96</td>
<td>Advanced Legal Research and Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal: 21

Select TWO from the following courses:
- LAW 52 Business Organizations  
- LAW 62 Family Law  
- LAW 65 Criminal Law and Procedures  
- LAW 72 Real Property  
- LAW 77 Immigration Law  
- LAW 82 Insurance and Torts  
- LAW 91 Landlord/Tenant Advocacy  
- LAW 92 Estates, Trusts and Wills  

Select ONE from the following courses:
- ACC 111 Principles of Accounting I  
- BUS 111 Applications of Mathematics for Business  
- TAX 11 Introduction to Taxation  

Subtotal: 9-10  
TOTAL: 30-31