PARALEGAL, CERTIFICATE

The Legal Studies program provides a foundational, practical, and empowering understanding of the American legal system and prepares its graduates to perform substantive legal work under the supervision of an attorney. Students that complete this program are trained and qualified to seek employment as paralegals. Although paralegals cannot provide legal services directly to the public, except as permitted by law, they are deeply involved in the daily, substantive work of attorneys. Paralegals assist attorneys in a variety of legal environments by performing tasks, including but not limited to, drafting legal documents, performing legal research, interviewing witnesses and clients, assisting in trial preparation, and creating, organizing, and maintaining legal files. Students must be accepted into the program after completing the initial prerequisite courses.

For more information about Legal Studies, please visit the program page (https://www.cod.edu/academics/programs/paralegal/).

Certificate Requirements

Field of Study Code: LGLST.CER.PLGL

Code	Title	Credits
Program Requirements		
LGLST 1100	Introduction to Law and Paralegal Studies	3
LGLST 1150	Drafting Legal Documents	3
LGLST 1200	Civil Litigation	3
LGLST 1250	Legal Ethics/Law Office Organization	3
LGLST 1500	Introduction to Legal Research and Writing	3
LGLST 2100	Advanced Legal Research and Writing	3
LGLST 2425	Law Office Technology	3
LGLST 2500	Personal Injury, Tort and Insurance Law	3
LGLST 2600	Paralegal Practicum	3
OFTI 1200	Microsoft 365 for Business Professionals	3
Program Electives		
Select six credits from any 1000- and 2000-level Legal Studies courses [1,2,3]		6
Total Credits		**36**

[1] Only three credit hours from practicum courses can be used to complete the program.

[2] In addition to the courses listed above.

[3] A list of Legal Studies courses can be found in the catalog (https://catalog.cod.edu/courses-a-z/plgl/).