

PARALEGAL STUDIES, CERTIFICATE

The Paralegal program prepares its graduates to perform substantive legal work under the supervision of an attorney. Although paralegals cannot provide legal services directly to the public, except as permitted by law, paralegals assist attorneys in a variety of legal environments by performing tasks such as drafting legal documents, performing legal research, maintaining corporate records and minutes books, interviewing witnesses and clients, and assisting in trial preparation. There is a separate admission process requiring students to be accepted into the program after completing initial prerequisites. To apply for admission, students complete a program application and submit it to the Program Coordinator. This certificate requires 36 credits in the courses listed below.

For more information about Paralegal Studies, please visit the program page (<http://www.cod.edu/paralegal/>).

Certificate Requirements

Field of Study Code: PLGL.CER

Code	Title	Credits
Program Requirements		
PLGL 1100	Introduction to Paralegal Studies	3
PLGL 1150	Drafting Legal Documents	3
PLGL 1200	Civil Litigation	3
PLGL 1250	Legal Ethics/Law Office Organization	3
PLGL 1500	Introduction to Legal Research and Writing	3
PLGL 2100	Advanced Legal Research and Writing	3
PLGL 2425	Law Office Technology	3
PLGL 2500	Personal Injury, Tort and Insurance Law	3
PLGL 2600	Paralegal Practicum	3
OFTI 1200	MS Office for Professional Staff	3
Program Electives		
Select six credits from any 1000- and 2000-level Paralegal 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 Paralegal Studies courses can be found in the catalog (<https://catalog.cod.edu/courses-a-z/plgl/>).