PARALEGAL STUDIES

ONE-YEAR CERTIFICATE: LEGAL ASSISTANT – MINIMUM 46 CREDITS

CAREER DESCRIPTION

The fully online UCC one-year Legal Assistant Certificate Program* helps prepare students for entry-level positions. The curriculum is designed to provide the basic competencies and practical skills necessary to succeed as a legal assistant or continue working towards a degree in paralegal studies. Prerequisites: A grade of C or better must be attained in all LA courses or courses must be retaken. Students who cannot accurately keyboard at least 45 wpm should plan to take OA 110 Alphabetic Keyboarding and/or OA 124 Keyboarding Skill Enhancement early in the program.

APPLICATION & ACCEPTANCE

Students with a criminal record are strongly urged to research employability before entering the paralegal program. If students enter the paralegal program with a felony conviction, they should disclose this information to their paralegal advisor and any Cooperative Work Experience (CWE) employer.

PROGRAM OUTCOMES

The Paralegal Program strives to provide quality and comprehensive instruction and direction with the primary goal of enabling students to obtain employment within the areas of law firms, businesses, insurance companies, financial institutions, public agencies, title companies, and government offices. To attain this goal, the program has developed and maintains paralegal specific curriculum that is up to date with current industry standards, technology, and skill requirements.

Therefore, upon successful completion of their academic preparation in the One-Year Legal Assistant Certificate Program, students should be able to:

1. Apply professional skills to assure workplace success
   a. Manage time appropriately and efficiently.
   b. Know and adhere to workplace ethics and rules of professional conduct
   c. Serve internal and external customers appropriately and be in compliance of UPL rules
   d. Understand the importance of accuracy in the law office
2. Communicate effectively by applying appropriate listening, speaking, and writing skills both individually and as a member of a team.
   a. Understand and use legal terminology appropriately
   b. Apply appropriate grammar and organization to written documents
3. Demonstrate use of current technology and processes relevant to discipline or profession.
   a. Know and practice proper legal procedures
   b. Draft correspondence and legal forms correctly using MS Word
4. Think critically and creatively to solve problems
   a. Recognize foundation, uniqueness, and importance of administrative law
   b. Distinguish the differences and similarities between civil and criminal law
5. Integrate life-long learning
   a. Realize the personal and professional importance of continuing education

* with the exception of LA 280: Cooperative Work Experience (CWE)

ONE-YEAR CERTIFICATE — Legal Assistant

Minimum 46 Credits — Recommended Sequence for Students (Students should see an advisor to customize their educational plan.)

PREREQUISITES: Keyboarding skills of 45 wpm minimum; and placement into WR 121.
Additional skill requirements for individual courses are listed in the course description section of this catalog.

SEQUENCE

Fall	Business Mathematics I BA 180 3 CR *OR* Elementary Algebra MTH 065 4 CR	*Legal Procedures I LA 100 4 CR	Legal Terminology LA 102 3 CR	Editing for Business OA 128 3 CR	**English Composition: Intro to Argument WR 121 4 CR	CREDITS 17-18
Winter	Intro to Computer Information Systems CIS 120 4 CR	*Legal Procedures II LA 128 4 CR	*Introduction to Paralegal Studies LA 101 3 CR	Principles of Accounting I BA 211 3 CR	CWE Seminar I CWE 161 1 CR	CREDITS 15
Spring	Business Communications BA 214 3 CR	*Civil Procedure LA 105 3 CR	*Ethics for Legal Professionals LA 132 3 CR	Human Relations course *from Approved List, p. 80* 3 CR	***Coop. Work Experience: LA 280 2 CR	CREDITS 14

NOTES

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

Please see an advisor for a degree planning worksheet for this program.

* See catalog descriptions for prerequisites.

** WR 121 should be taken Fall term.

*** 2 credits equal 66 working hours. Recommended to take in Year Two if completing AAS in Paralegal Studies