

PARALEGAL STUDIES - CERTIFICATE

Code	Title	Hours
Technical Requirements		
BLAW 2110	Business Law I	3
ENGL 1110G	Composition I ¹	4
COMM 1115G or COMM 1130G	Introduction to Communication Public Speaking	3
OATS 105 or OATS 106	Business English I Business Mathematics	3
OATS 213 or OATS 214 or BCIS 1110	Word Processing I Word Processing II Fundamentals of Information Literacy and Systems	3
PL S 160	Legal System for the Paralegal	3
PL S 180 or PL S 190	Constitutional Law for the Paralegal Criminal Law for the Paralegal	3
PL S 200	Legal Ethics for the Paralegal	3
PL S 274	Legal Research and Writing for the Paralegal I	3
Choose one from the following:		3
CEPY 1120G	Human Growth and Behavior	
PSYC 1110G	Introduction to Psychology	
SOCI 1110G	Introduction to Sociology	
Total Hours		31

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ENGL 1110G Composition I with a C- or better.

2

Cumulative GPA of 2.5 and a C- or better required in these courses; PL S courses taken more than 7 years prior to graduation must be repeated.

A Suggested Plan of Study

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

Course	Title	Hours
First Year		
Fall		
OATS 105 or OATS 106	Business English I or Business Mathematics	3
CEPY 1120G or PSYC 1110G or SOCI 1110G	Human Growth and Behavior or Introduction to Psychology or Introduction to Sociology	3
BLAW 2110	Business Law I	3
PL S 160	Legal System for the Paralegal	3
PL S 180 or PL S 190	Constitutional Law for the Paralegal or Criminal Law for the Paralegal	3
Hours		15
Second Year		
Spring		
ENGL 1110G	Composition I	4
COMM 1115G or COMM 1130G	Introduction to Communication or Public Speaking	3

OATS 213 or OATS 214 or BCIS 1110	Word Processing I or Word Processing II or Fundamentals of Information Literacy and Systems	3
PL S 200	Legal Ethics for the Paralegal	3
PL S 274	Legal Research and Writing for the Paralegal I	3
Hours		16
Total Hours		31