

# PARALEGAL STUDIES

Degree Type:  
**Certificate**

Study Options:  
**On Campus**  
**Online**



**Monroe's competitive Paralegal Studies certificate program offers you a comprehensive curriculum coupled with contemporary, real-world projects. You'll get skills-based training in legal case management and legal research from faculty who are professionals in the legal field. You'll also learn how to analyze and summarize information and evidence to assist attorneys in preparation for hearings, trials, corporate meetings, settlement negotiations, closings, and other legal functions. Topics to be covered:**

- + Understanding the American legal system
- + Analyzing procedural law and its application
- + Applying ethical rules of the legal and paralegal professions
- + Acquiring research and legal writing skills in preparation for drafting legal documents
- + Understanding the client intake process and proper record management

This is a 36-credit certificate program, designed to be completed in three semesters.

## ADMISSION TO THE PROGRAM

Students seeking admission to the Paralegal Certificate Program will have earned an associate degree or a minimum of 60 college credits. An exception may be made for candidates who exhibit significant work experience directly related to the program. Significant work experience includes at least five years of law-related experience in a law office, government agency, the court, or a corporation. Up to six transfer or prior learning credits related to paralegal studies may be applied towards the certificate.

## CAREER OPPORTUNITIES

A number of job opportunities await you! They include:

- + **Legal Administrative Assistant**
- + **Court Clerk**
- + **Investigator**
- + **Legal/Legislative Analyst**
- + **Parole/Probation Officer**
- + **Compliance Officer**
- + **Trial Court Coordinator**

**MONROE COLLEGE'S  
PARALEGAL  
CERTIFICATE  
PROGRAM IS  
DESIGNED TO  
PREPARE STUDENTS  
FOR MEANINGFUL  
CAREERS IN  
LAW-RELATED  
DISCIPLINES.**



### **CERTIFICATE IN PARALEGAL STUDIES**

<b>SEMESTER 1</b>		
<b>Course #</b>	<b>Description</b>	<b>Credits</b>
BL-201	Business Law I	3
CJ-200	Criminal Law	3
LS-101	Introduction to Paralegal Studies	3
LS-201	Legal Research & Writing	3
<b>Total</b>		<b>12</b>

<b>SEMESTER 2</b>		
<b>Course #</b>	<b>Description</b>	<b>Credits</b>
CJ-205	Criminal Procedure & Practice	3
LS-225	Estates, Wills & Trusts	3
LS-250	Personal Injury Law	3
LS-300	Law Practice Management	3
<b>Total</b>		<b>12</b>

<b>SEMESTER 3</b>		
<b>Course #</b>	<b>Description</b>	<b>Credits</b>
CJ-201	Family Law	3
CJ-270	Fundamentals of Criminal Trial Practice	3
LS-320	Real Property Law	3
LS-330	Immigration Law	3
<b>Total</b>		<b>12</b>