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## Paralegal - CERT B

### Semester-by-Semester Pathway

A Certificate is outlined coursework that is designed to prepare a student to head out into the workforce in a short timeframe or for career advancement. This certificate totals 36 credit hours. Consult with an advisor for more information. Not all courses are offered each semester.

(↗) are Systemwide Transfer Courses

(★) are recommended for this degree pathway.

| Semester 1 - Fall       |                            |  |              |                        |
|-------------------------|----------------------------|--|--------------|------------------------|
| Complete                | Course ID                  | Course Title                               | Credit Hours | Notes                  |
| <b>Required Courses</b> |                            |  |              |                        |
|                         | LA130                      | Law and the Legal Assistant                | 3.00         | Fall 2026, Spring 2027 |
|                         | LA131                      | Litigation                                 | 3.00         | Fall 2026              |
|                         | LA136                      | Legal Ethics                               | 3.00         | Fall 2026              |
|                         | LA231                      | Introduction to Legal Research and Writing | 3.00         | Fall 2026, Spring 2027 |
|                         | LE205                      | Criminal Law ↗                             | 3.00         | Fall 2026              |
| <b>Electives</b>        |                            |  |              |                        |
|                         | <b>Paralegal Electives</b> |  | 3.00         |                        |
| <b>Semester Total:</b>  |                            |  | <b>18.00</b> |                        |

| Semester 2 - Spring     |                            |                                  |              |                        |
|-------------------------|----------------------------|----------------------------------|--------------|------------------------|
| Complete                | Course ID                  | Course Title                     | Credit Hours | Notes                  |
| <b>Required Courses</b> |                            |                                  |              |                        |
|                         | BU205                      | Business Law I ↗                 | 3.00         | Fall 2026, Spring 2027 |
|                         | LA134                      | Family Law                       | 3.00         | Spring 2027            |
|                         | LA135                      | Wills, Estates, and Trusts       | 3.00         | Spring 2027            |
|                         | LA235                      | Personal Injury and Civil Wrongs | 3.00         | Spring 2027            |
|                         | LA238                      | Real Estate Law                  | 3.00         | Spring 2027            |
| <b>Electives</b>        |                            |                                  |              |                        |
|                         | <b>Paralegal Electives</b> |                                  | 3.00         |                        |
| <b>Semester Total:</b>  |                            |                                  | <b>18.00</b> |                        |

**Total Credits: 36.00**

\*Semester offerings reflect the current academic year.

| Paralegal Electives |   |              |                                     |
|---------------------|---|--------------|-------------------------------------|
| Course ID           | Course Title                                | Credit Hours | Notes                               |
| BU100               | Small Business Accounting                   | 3.00         | Summer 2026, Fall 2026, Spring 2027 |
| BU214               | Word Processing: Microsoft Word for Windows | 3.00         | Fall 2026, Spring 2027              |
| HR107               | Legal and Ethical Issues in Healthcare      | 3.00         | Summer 2026, Fall 2026, Spring 2027 |
| IS104               | Microcomputer Applications                  | 3.00         | Summer 2026, Fall 2026, Spring 2027 |
| LA114               | Paralegal Internship                        | 3.00         | Spring 2027                         |
| LA132               | Elder Law                                   | 3.00         | Summer 2026                         |
| LA150               | Employment Law                              | 3.00         |                                     |
| LA230               | E-discovery and Litigation                  | 3.00         |                                     |
| LA234               | Administrative Law                          | 3.00         | Summer 2026                         |
| LA239               | Bankruptcy Law                              | 3.00         | Fall 2026                           |
| LA240               | Immigration Law                             | 3.00         |                                     |
| LA241               | Interviews and Investigations               | 3.00         |                                     |
| LA247               | Intellectual Property                       | 3.00         |                                     |

**Program Notes:**

NOTE: Completion of an Associates Degree or higher is a requirement for admission into the Paralegal Certificate Program. A grade of "C" or better is required for all degree-specific courses.