

PARALEGAL STUDIES, CERTIFICATE OF PROFICIENCY (CPLG)

Effective: Fall 2016

The Paralegal Studies, Certificate of Proficiency Program can only be completed by individuals who hold an associate or bachelor's degree, as this is an advanced certificate. If you do not hold one of these degrees, we invite you to select our Associates in Applied Science, Paralegal Studies.

This program is approved by The American Bar Association (ABA). The Certificate in Paralegal Studies is intended to provide graduates with a strong foundation in the areas of legal research and writing, contracts, torts, criminal law and property law. Graduates are likely to find employment as paralegals under the direction of attorneys (to do otherwise would be practicing law without a license) in law firms, legal departments of large corporations, insurance companies, title companies, legal service companies and federal, state or local courts and governmental agencies.

Unauthorized Practice Law: **No person shall engage or assist a person who is not a member of the bar in the performance of activities that constitute the unauthorized practice of law.**

Program Outcomes

Upon successful completion of this program, students should be able to:

- Conduct legal research to identify the appropriate laws, judicial decisions, regulations and other legal literature to specific legal problems and use critical thinking to analyze results of such research.
- Draft memoranda, briefs and other legal documents applicable to the field of law being studied.
- Demonstrate knowledge of the paralegal's role in trial preparation, trial proceedings and settlement negotiations.
- Investigate and develop the facts of a case, maintain relevant case files and maintain and organize relevant case file documents, such as correspondence, pleadings, reports and briefs
- Identify and analyze the ethical issues that arise for the Paralegal Professional.
- Apply modern technology to the performance of legal work and tasks.

Full-Time Academic Plan

The College will award a certificate of proficiency to students who complete 30 credits of an approved career program. These credits will not normally include physical education, developmental, basic and/or continuing education courses and will usually consist of 24 credits in the career specialty and six credits in general education. At least 15 of the credits must be earned at Delaware County Community College. The student must have a cumulative GPA of 2.0 or higher.

First Semester		Hours
LGL 100	Introduction to Legal and Paralegal Studies	3
LGL 110	Legal Research and Writing I	3
LGL 130	Technology in the Law	3

LGL 240	Criminal Law and Procedure	3
Hours		12
Second Semester		
LGL 120	Legal Research and Writing II	3
LGL 140	Contract Law	3
LGL 220	Real Estate Law	3
LGL Elective		3
Hours		12
Third Semester		
LGL 210	Civil Litigation and Tort Principles	3
LGL 199 or LGL 197	Legal Experience and Ethics or Legal Practicum and Ethics	3-4
Hours		6-7
Fourth Semester		
LGL 211	Civil Litigation and Tort Applications	3
ACC 100	Applied Accounting	3
Hours		6
Total Hours		36-37

Notes

LGL Elective:

Code	Title	Hours
Select six (6) credits from:		
LGL 200	Family Law	3
LGL 230	Will, Trusts, and Estates	3
LGL 241	Administrative Law	3
LGL 242	Business Organizations	3
LGL 243	Bankruptcy Law	3
LGL 244	Labor and Employment Law	3
LGL 246	Elder Law	3

A maximum of twelve (12) PLG (legal specialty) credits may be transferred in from an ABA accredited college or university.

No more than nine (9) specialty credits may be awarded for Credit for Prior Learning assessment by portfolio or exam.

Students must take at least nine (9) semester credits or the equivalent of legal specialty courses through synchronous instruction.

Part-Time Academic Plan

Course	Title	Hours
First Semester		
LGL 100	Introduction to Legal and Paralegal Studies	3
LGL 110	Legal Research and Writing I	3
LGL 130	Technology in the Law	3
Hours		9
Second Semester		
LGL 240	Criminal Law and Procedure	3
LGL 120	Legal Research and Writing II	3
LGL 140	Contract Law	3
Hours		9
Third Semester		
LGL 220	Real Estate Law	3
LGL Elective		3
LGL 210	Civil Litigation and Tort Principles	3
Hours		9
Fourth Semester		
ACC 100	Applied Accounting	3

LGL 199 or LGL 197	Legal Experience and Ethics or Legal Practicum and Ethics	3-4
LGL 211	Civil Litigation and Tort Applications	3
Hours		9-10
Total Hours		36-37

LGL Elective:

Code	Title	Hours
Select six (6) credits from:		
LGL 200	Family Law	3
LGL 230	Will, Trusts, and Estates	3
LGL 241	Administrative Law	3
LGL 242	Business Organizations	3
LGL 243	Bankruptcy Law	3
LGL 244	Labor and Employment Law	3
LGL 246	Elder Law	3

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Career