The Paralegal program prepares its graduates to perform substantive legal work under the supervision of an attorney. Although paralegals cannot provide legal services directly to the public, except as permitted by law, paralegals assist attorneys in a variety of legal environments by performing tasks such as drafting legal documents, performing legal research, maintaining corporate records and minutes books, interviewing witnesses and clients, and assisting in trial preparation. There is a separate admission process requiring students to be accepted into the program after completing initial prerequisites. To apply for admission, students complete a program application and submit it to the Program Coordinator. The Paralegal Studies certificate requires 36 credits in the courses listed below.

Field of Study Code: PLGL.CER

Total Credits Required .................................................................36

Program Requirements .................................................................30

- Plgl 1100 Introduction to Paralegal Studies ..................3
- Plgl 1150 Drafting Legal Documents .....................3
- Plgl 1200 Civil Litigation ...........................................3
- Plgl 1250 Legal Ethics and Law Office Organizations ........3
- Plgl 1500 Intro Legal Research and Writing .............3
- Plgl 2100 Advanced Legal Research and Writing ..........3
- Plgl 2425 Law Office Technology ...............................3
- Plgl 2500 Personal Injury, Tort and Insurance Law ......3
- Plgl 2600 Paralegal Practicum .................................3
- Ofti 1200 MS Office for Professional Staff .............3

Program Electives .................................................................6
Select six credits from any 1000- and 2000-level Paralegal courses. Only three credits from practicum courses can be used to complete the program. (In addition to the courses listed above.)

Contact Information:
If you are considering this program as an area of study, please contact the Business & Technology Division office at 630-942-2592.

Program web site: http://cod.edu/programs/paralegal/