

Beginning Legal Technician Certificate

Students seeking a technical certificate in Paralegal studies should follow this plan:

| Semester I | | | Semester II | | |
|------------|--|----------|-------------|--|----------|
| ENGL 1301 | Composition and Rhetoric | 3 | LGLA 1313 | Introduction to Paralegal Studies (Spring only) | 3 |
| ITSC 1409 | Integrated Software Applications I or | 4 | | | |
| +ITSW 1401 | Introduction to Word Processing or <u>both</u> | | LGLA 2380 | Cooperative Education | |
| POFI 1204 | Computer Fundamentals and | | | Paralegal/Assistant or | |
| POFT 1227 | Introduction to Keyboarding | | | Paralegal Studies elective | <u>3</u> |
| LGLA 1311 | Introduction to Law (Fall only) | 3 | | | 6 |
| LGLA 1345 | Civil Litigation (Fall only) | <u>3</u> | | | |
| | | 13 | | TOTAL | 19 |

National Association of Legal Assistants (NALA)

In the semester prior to graduation, students become eligible to take the NALA Certified Legal Assistant Examination (CLA). Full-time students and/or those taking all legal assistant courses may qualify for student membership in national organizations and other professional paralegal associations.