

LEGAL ASSISTANT CERTIFICATE

Overview

The Certificate in Legal Assistant (paralegal) offers courses that are designed to prepare students to work as a paralegal or to go on to law school. The skills the student will learn include legal research, interviewing, investigation, legal drafting, preparation of evidence and witnesses for trial, and assisting in the trial of a lawsuit. Students who qualify may earn a Legal Assistant Certificate while also earning an Associate of Science or Bachelor of Science.

Admission

Students must have earned at least 30 college credits prior to enrolling in this program. Eighteen of the hours must be general education elective credits. General education is defined as post-secondary courses in the following areas:

1. Written & Oral Communications
2. Mathematical Sciences
3. Social & Behavior Sciences
4. Natural Sciences
5. Humanities and Fine Arts

This must include ENG 104 College Writing and Rhetoric and either ENG 108 College Writing and Research or ETC 200 Introduction to Technical Communication or their equivalents or other course demonstrating a proficiency in English.

Requirements

Students who choose this certificate program will have no more than 3 years from admission or subsequent declaration to meet the requirements listed below. If certification, accreditation or statutory requirements change and additional requirements become effective during this time, the new requirements take precedence.

Code	Title	Credit Hours
Major Requirements		24
LAT 101	Introduction to Law	3
LAT 115	Paralegal Studies	3
LAT 220	Legal Research	3
LAT 225	Litigation	3
LAT 250	Legal Computer Applications	3
LAT 310	Legal Drafting	3
LAT 400	Advanced Legal Research	3
CRJ 365	Practicum I	3
or CRJ 465	Internship	
Restricted Electives		9

Select nine credit hours from the following:

CRJ 320	Criminal Evidence
GBA 211	Business Law I
GBA 311	Business Law II
LAT 230	Real Property
LAT 320	Tort Law
LAT 335	Interpersonal Conflict Resolution

LAT 340	Study Away in Criminal Justice and Legal Studies
LAT 360	Probate Law
LAT 370	Domestic Relations
LAT 420	Civil Rights Law
LAT 430	Conflict Management
LAT 492	Selected Legal Topics
SWK 345	Substance Use and Disorders
SWK 365	Death And Dying
SWK 410	Family and Child Welfare

NOTE: Students must complete a Contact Information form prior to graduation. Per ABA program approval guidelines, students must also complete an exit interview with selected department faculty.

Program Graduation Requirements

1. No more than 2 courses with a final grade of D in major coursework.
2. Earn an overall GPA of at least 2.50.

University Graduation Requirements

1. Earn a minimum of 30 credit hours (100 level and higher, maximum of 6 CED credit hours applicable).
2. Earn 9 of the last 15 credit hours at MWSU in institutional coursework (exclusive of credit by examination).
3. Participate in required departmental and campus wide assessments.