

# Paralegal Post Baccalaureate Certificate

Certificate Number 90-110-1

## Description:

A Legal Assistant or Paralegal is a person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity who performs specifically designated substantive legal work for which a lawyer is responsible. Paralegals are not authorized to practice law.

## Requirements for Certificate Entry:

- Bachelor's degree or higher from an accredited institution (Transcript to be submitted with enrollment form).
- Ability to use Windows proficiently.

## Certificate Completers Will be Able to:

- Describe law office systems and organization.
- Describe state and federal court systems.
- Identify roles and responsibilities of lawyers and paralegals.
- Compare civil, criminal, and administrative procedures.
- Use legal terminology.
- Conduct client interviews.
- Conduct investigations.
- Organize facts and evidence.
- Prepare legal documents.
- Conduct legal and factual research.
- Use correct citation form.
- Comply with rules regarding unauthorized practice of law and professional responsibility.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-110-101 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Paralegal Intro/Legal Ethics</b> ...introduction to the legal profession: ethics, court system, legal research, and roles of the paralegal.	3
10-110-102 <i>Offered in: Spring 2009</i>	<b>Civil Litigation 1</b> ...civil procedure in state and federal courts, the litigation process with emphasis on the paralegal function in investigating and gathering information, and preparing pleadings and motions. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better.)	3

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Paralegal Intro/Legal Ethics, 10-110-101, is a corequisite for 10-110-xxx courses in the Post Baccalaureate Certificate only. Legal Research, 10-110-104, is a prerequisite for Legal Writing, 10-110-105, and Civil Litigation 1, 10-110-102, is a prerequisite for Civil Litigation 2, 10-110-103, in the Paralegal Post Baccalaureate Certificate.

## A SPECIAL NOTE TO THOSE LEARNERS TAKING ONLINE COURSES:

The American Bar Association (ABA) requires each learner to take a minimum of four legal specialty courses in a live, synchronous "real time" format (face-to-face).

NWTC requires you to take Civil Litigation 1 (10-110-102), and three other legal specialty courses of your choice, from NWTC in a live, synchronous, "real time" format (face-to-face).

## NWTC has designated the following courses as legal specialty courses:

10-110-102	Civil Litigation 1	10-110-107	Legal Aspects/Business Org
10-110-103	Civil Litigation 2	10-110-110	Real Estate Law
10-110-114	Administration of Estates	10-110-122	Creditor/Debtor Relations
10-110-115	Administrative Law	10-110-160	Law-Employment
10-110-104	Legal Research	10-110-168	Paralegal Criminal Procedures
10-110-105	Legal Writing	10-110-169	Indian Law
10-110-106	Law-Family		

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Certificate Number 90-110-1 (continued)

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-110-104 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Legal Research</b> ...research terminology; sources of law; primary/secondary authority; mandatory/persuasive authority; citation form; factual/legal issues; effective research strategies; validating and updating results; computer-assisted legal research; Internet research. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics.)	3
10-110-105 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Legal Writing</b> ...Process writing; writing fundamentals; proofreading; in-house documents; legal correspondence; analytical writing; synthesizing cases/authorities; briefing cases; legal memoranda; persuasive writing; drafting pleadings, motions, legal briefs; drafting discovery documents (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-104, Legal Research.)	3
<i>Choose 3 selective courses from list below:</i>		
10-110-114 <i>Offered in:</i> <i>Fall 2008</i>	<b>Administration of Estates</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3
10-110-115 <i>Offered in:</i> <i>Fall 2008</i>	<b>Administrative Law</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3
10-110-103 <i>Offered in:</i> <i>Fall 2008</i>	<b>Civil Litigation 2</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3
10-110-122 <i>Offered in:</i> <i>Spring 2009</i>	<b>Creditor/Debtor Relations</b> ...legal rights of creditors and debtors, collection of outstanding debts, execution of judgments, small claims court, bankruptcy procedures, and filing bankruptcy petitions and schedules. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics.)	3
10-110-169 <i>Offered in:</i> <i>Fall 2008</i>	<b>Indian Law</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3
10-110-160 <i>Offered in:</i> <i>Spring 2009</i>	<b>Law-Employment</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3

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**For more information, please contact:** The Business & Information Technology Division, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu.

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Certificate Number 90-110-1 (continued)

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-110-106 <i>Offered in: Fall 2008</i>	<b>Law-Family</b> ...this course is designed to familiarize the student with basic legal concepts involved in the area of family relations. The primary emphasis will be in the field of divorce. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics.)	3
10-110-107 <i>Offered in: Fall 2008</i>	<b>Legal Aspects/Business Org</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3
10-110-168 <i>Offered in: Spring 2009</i>	<b>Paralegal Criminal Proc</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3
10-110-110 <i>Offered in: Spring 2009</i>	<b>Real Estate Law</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3
<i>Certificate Total</i>		<b>21</b>

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