

# Paralegal Certificate (LAW)

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The Paralegal Certificate program at Cincinnati State prepares students for careers in the legal profession in three key employment areas: employees of attorneys (the dominant category), self-employed individuals who work for attorneys, and self-employed individuals who provide their services directly to the public with attorney supervision. Students learn substantive and procedural law, concentrating on the most prevalent areas of legal practice, as well as general civil and criminal litigation practice. Students earning the Legal Assistant Technology associate's degree may wish to add the Paralegal Certificate to enhance their studies.

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<b>Semester 1</b>		<b>Credits</b>
LAW 101	Business Law	3
IM 130	Electronic Word Processing: Microsoft Word	3
IM 165	Legal Office Environment	3
XXX XXX Technical Elective 1		3
XXX XXX Technical Elective 2		3
<b>Semester 2</b>		
LAW 120	Legal Research and Writing	3
LAW 130	Family and Probate Law	3
LAW 210	Litigation	3
IM 225	Legal Transcription and Formatting	3
IM 285	Legal Assistant/Paralegal Capstone	3
Total Credits:		30

## Electives

### Technical Electives

CRJ 105	Introduction to Criminal Justice	3
CRJ 110	Introduction to Policing	3
CRJ 115	Introduction to Corrections	3
CRJ 120	Introduction to Courts	3
CRJ 125	Criminology	3
CRJ 130	Criminal Investigation Skills	3
CRJ 135	Criminal Law	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 135	Business Document Formatting	3
IM 140	Electronic Database Management: Microsoft Access	3
IM 145	Document Proofreading and Editing	3
IM 150	Electronic Presentations: Microsoft PowerPoint	3
IM 155	Emerging Technologies and Social Media	3
LAW 110	Employment Law	3
LAW 140	Entertainment and Intellectual Property Law	3
RE 105	Real Estate Law	3