

# Paralegal Certificate

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You must have completed an associate of arts or science degree or a baccalaureate degree from an accredited postsecondary institution to apply to the Paralegal Certificate program. The prerequisite courses must each be completed with a grade of "C" or higher either prior to admission to the paralegal program or during the first semester in the Paralegal Certificate program. A minimum of 18 hours of legal specialty courses must be taken at Johnson County Community College. JCCC, as an American Bar Association-approved paralegal program, requires its students to take at least nine semester credits through synchronous instruction. Please contact Gwenda Hawk (ghawk@jccc.edu) for more information.

PARALEGALS MAY NOT PROVIDE LEGAL SERVICES DIRECTLY TO THE PUBLIC, EXCEPT AS PERMITTED BY LAW.

The paralegal program at JCCC:

- Has a challenging curriculum
- Requires that you possess excellent communication skills, analytical ability and a high level of motivation
- Is approved by the American Bar Association
- Is a selective admission program based on various academic and testing criteria

Students must earn a grade of "C" or higher in all LAW courses.

## Suggested Order of Courses

Students may take any number of courses each semester that will also allow them to fulfill their other personal and professional responsibilities.

(Major Code 489A; State CIP Code 22.0302)

Paralegal (<http://www.jccc.edu/academics/credit/paralegal/>)

### Prerequisite Semester

LAW 120	Introduction to Paralegal Studies	3
LAW 121	Introduction to Law	3
Total Hours		6

### First Semester

Paralegal Electives (see list below)		3
LAW 132	Civil Litigation*	3
LAW 134	Introduction to Legal Technology*	3
LAW 195	Legal Research*	3
Total Hours		12

### Second Semester

Paralegal Electives (see list below)		3
LAW 201	Advanced Legal Technology*	3
LAW 205	Legal Analysis and Writing*	3
Total Hours		9

### Third Semester

Paralegal Electives (see list below)		3
LAW 271	Legal Ethics, Interviewing and Investigation*	3
Total Hours		6

### Paralegal Electives

LAW 142	Tort Law*	3
LAW 144	Contract Law*	3
LAW 148	Criminal Litigation*	3
LAW 152	Real Estate Law*	3
LAW 162	Family Law*	3

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LAW 165	Forensic Science and the Law*	3
LAW 226	Immigration Law*	3
LAW 245	Elder Law and Estate Planning*	3
LAW 247	Intellectual Property Law*	3
LAW 266	Employment Law*	3
LAW 269	Bankruptcy Law*	3
LAW 275	Paralegal Internship I*	1
LAW 276	Paralegal Internship II*	1
LAW 292	Special Topics:*	3

**Total Program Hours: 33**