

Faculty Contacts	Career Education Counselors
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Related Careers	Average Annual Salary
Paralegal	\$50,410
Court Clerk	\$37,300
Legal Secretary	\$44,730

### Certificate of Achievement

Legal Assisting (Paralegal)	
<b>Program Summary</b>	Designed to provide students with practical legal skills enabling them to draft legal documents with minimum supervision. In addition, emphasis is placed on the development of effective written and oral communication skills, teamwork, critical thinking skills, computer proficiency, and legal research techniques.
Semester I	
LAW 001 Business Law I (3)	LAW 012 Tort Law & Claims Investigation (3)
LAW 010 Introduction to Legal Assistant I (3)	LAW 016 Civil & Criminal Evidence (3)
Semester 2	
LAW 002 Business Law II (3)	LAW 013 Wills, Trusts & Probate Administration (3)
LAW 011 Introduction to Legal Assistant II (3)	LAW 018 Marriage & Family Law (3)
Semester 3	
LAW 017 Legal Writing (3)	LAW 020 Basic Probate Research (3)
LAW 019 Property & Creditor Rights (3)	LAW 034 Legal Research Lab (3)
<b>Total Units: 36</b>	

