

PARALEGAL STUDIES, CERTIFICATE OF PROFICIENCY (CPLG)

Effective: Fall 2016

The Paralegal Studies, Certificate of Proficiency Program can only be completed by individuals who hold an associate or bachelor's degree, as this is an advanced certificate. If you do not hold one of these degrees, we invite you to select our Associates in Applied Science, Paralegal Studies.

This program is approved by The American Bar Association (ABA). The Certificate in Paralegal Studies is intended to provide graduates with a strong foundation in the areas of legal research and writing, contracts, torts, criminal law and property law. Graduates are likely to find employment as paralegals under the direction of attorneys (to do otherwise would be practicing law without a license) in law firms, legal departments of large corporations, insurance companies, title companies, legal service companies and federal, state or local courts and governmental agencies.

Unauthorized Practice Law: **No person shall engage or assist a person who is not a member of the bar in the performance of activities that constitute the unauthorized practice of law.**

Program Outcomes

Upon successful completion of this program, students should be able to:

- Conduct legal research to identify the appropriate laws, judicial decisions, regulations and other legal literature to specific legal problems and use critical thinking to analyze results of such research.
- Draft memoranda, briefs and other legal documents applicable to the field of law being studied.
- Demonstrate knowledge of the paralegal's role in trial preparation, trial proceedings and settlement negotiations.
- Investigate and develop the facts of a case, maintain relevant case files and maintain and organize relevant case file documents, such as correspondence, pleadings, reports and briefs
- Identify and analyze the ethical issues that arise for the Paralegal Professional.
- Apply modern technology to the performance of legal work and tasks.

Full-Time Academic Plan

The College will award a certificate of proficiency to students who complete 30 credits of an approved career program. These credits will not normally include physical education, developmental, basic and/or continuing education courses and will usually consist of 24 credits in the career specialty and six credits in general education. At least 50 percent of the credits must be earned at Delaware County Community College. The student must have a cumulative GPA of 2.0 or higher. At least six credit hours must be in courses that are awarded grade points.

First Semester		Hours
PLG 100	Introduction to the Paralegal Profession	3
PLG 110	Legal Research and Writing I	3
PLG 130	Technology in the Law	3

PLG 240	Criminal Law and Procedure	3
Hours		12
Second Semester		
PLG 120	Legal Research and Writing II	3
PLG 140	Contract Law	3
PLG 220	Real Estate Law	3
PLG Elective		3
Hours		12
Third Semester		
PLG 210	Civil Litigation and Tort Principles	3
PLG 199 or PLG 197	Paralegal Experience and Legal Ethics or Paralegal Practicum and Legal Ethics	3-4
Hours		6-7
Fourth Semester		
PLG 211	Civil Litigation and Tort Applications	3
ACC 100	Applied Accounting	3
Hours		6
Total Hours		36-37

Notes

PLG Elective:

Code	Title	Hours
Select six (6) credits from:		
PLG 200	Family Law	3
PLG 230	Estates, Trusts and Wills	3
PLG 241	Administrative Law	3
PLG 242	Business Organizations	3
PLG 243	Bankruptcy Law	3
PLG 244	Labor and Employment Law	3
PLG 246	Elder Law	3

A maximum of twelve (12) PLG (legal specialty) credits may be transferred in from an ABA accredited college or university.

No more than nine (9) specialty credits may be awarded for Credit for Prior Learning assessment by portfolio or exam.

Students must take at least nine (9) semester credits or the equivalent of legal specialty courses through synchronous instruction.

Part-Time Academic Plan

Course	Title	Hours
First Semester		
PLG 100	Introduction to the Paralegal Profession	3
PLG 110	Legal Research and Writing I	3
PLG 130	Technology in the Law	3
Hours		9
Second Semester		
PLG 240	Criminal Law and Procedure	3
PLG 120	Legal Research and Writing II	3
PLG 140	Contract Law	3
Hours		9
Third Semester		
PLG 220	Real Estate Law	3
PLG Elective		3
PLG 210	Civil Litigation and Tort Principles	3
Hours		9

Fourth Semester

PLG 199 or PLG 197	Paralegal Experience and Legal Ethics or Paralegal Practicum and Legal Ethics	3-4
PLG 211	Civil Litigation and Tort Applications	3
ACC 100	Applied Accounting	3
Hours		9-10
Total Hours		36-37

PLG Elective:

Code	Title	Hours
Select six (6) credits from:		
PLG 200	Family Law	3
PLG 230	Estates, Trusts and Wills	3
PLG 241	Administrative Law	3
PLG 242	Business Organizations	3
PLG 243	Bankruptcy Law	3
PLG 244	Labor and Employment Law	3
PLG 246	Elder Law	3

A maximum of twelve (12) PLG (legal specialty) credits may be transferred in from an ABA accredited college or university.

No more than nine (9) specialty credits may be awarded for Credit for Prior Learning assessment by portfolio or exam.

Students must take at least nine (9) semester credits or the equivalent of legal specialty courses through synchronous instruction.

Accreditation

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Career