

Post-Baccalaureate Paralegal Certificate

The paralegal is a trained professional who prepares and interprets legal documents, conducts and analyzes legal and factual research, and assists attorneys in the practice of law and legal procedures. While a paralegal cannot give legal advice, set fees or argue in court, the paralegal can play a vital role in the delivery of legal services to all segments of our society.

Individuals who already possess a Bachelor's Degree may combine their educational, work and life experience with the highly focused training of the Manor College Post-Baccalaureate Certificate Program, thus making them ideal candidates for employment in large law firms, corporations, and government agencies. Many large law firms and corporations also employ Bachelor Degreeed paralegals as legal assistant managers who supervise the work of others.

The program is approved by the American Bar Association, which has established strict guidelines for excellence in paralegal education. All paralegal course work is taught by experienced attorneys and paralegals who are specialists in their field and is consistent with the general principles of ethical and legal practice as defined by the ABA Standing Committee on Ethics and Professional Responsibility and with the legal restrictions on the practice of law by lay persons.

Program work is supported by an extensive, modern law library located in the college library and by computer assisted legal research databases.

Students may, after completing a foundation of legal studies courses, select their electives from a wide variety of offerings or select to study a specialized track that relates to a specific career path.

General Studies Track: Paralegals who have acquired broad-based legal knowledge through the General Studies Track work in all phases of the legal system, including law firms, corporations, real estate, finance and insurance companies, banking, government and public interest groups. The general studies track also provides a bridge to law school studies by allowing the student to preview the career of lawyer as well as many of the subjects offered in law school.

Criminal Justice Track: In order to effectively assist attorneys in the areas of law enforcement, criminal prosecution and criminal defense, victim's advocacy and national security, Manor College prepares students for work in these fields by providing them with knowledge of the criminal justice system and the practical skills necessary for paralegal competency: critical analysis, legal research, legal writing skills and problem solving.

Corporate Track: Paralegals play a vital role within corporations, combining an understanding of the law with practical skills, including the ability to problem solve, perform research, prepare documentation, and master technology. The need for paralegals in the corporate sector is forecast to continue to grow as corporations, insurance companies, real estate and title insurance firms, and banks continue to hire paralegals in order to cut costs and increase efficiency.

Litigation Track: In today's litigious society, a paralegal who possesses advanced litigation skills will be prized by many law offices and in the public sector, where community legal services provide access to justice for the poor, elderly and infirm. Litigation skills are also in demand in the insurance industry, where paralegals, employed as claims analysts must evaluate potential litigation, and in the corporate world, where in-house general counsel is the first line of defense.

Public/Government Administration: The Bureau of Labor Statistics reports that job opportunities for paralegals wishing to work in government and/or the public sector will expand greatly as community legal-service programs continue to provide access to justice and assistance to the poor, aged, minorities, and middle income families. Federal, State, and local government agencies, consumer organizations, and the courts will also continue to hire paralegals in increasing numbers, as these positions require significant legal training and knowledge.

The student must maintain a 2.0 (C) grade point average in each program course.

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FULL-TIME COURSE SEQUENCE

| First Semester | Credits |
|---|----------------|
| LE 101 Introduction to Law and Paralegalism | 3 |
| LE 102 Legal Research | 3 |
| Paralegal Electives* | 6 |
| Second Semester | |
| LE 103 Civil Practice and Procedure | 3 |
| LE 104 Legal Writing | 3 |
| Paralegal Electives* | 6 |
| Third Semester | |
| Paralegal Elective* | 3 |
| LE 210 Computers in the Law Office | 3 |
| Total Credits | 30 |

PART-TIME SEQUENCE

| First Semester | Credits |
|---|----------------|
| LE 101 Introduction to Law and Paralegalism | 3 |
| LE 102 Legal Research | 3 |
| Second Semester | |
| LE 103 Civil Practice and Procedure | 3 |
| LE 104 Legal Writing | 3 |
| Third Semester (Summer 6 weeks) | |
| Paralegal Elective* | 3 |
| Fourth Semester | |
| Paralegal Electives* | 6 |
| Fifth Semester | |
| Paralegal Electives* | 6 |
| Sixth Semester (Summer 6 weeks) | |
| LE 210 Computers in the Law Office | 3 |
| Total Credits | 30 |

* Paralegal electives (3 cr. each) are:

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| LE201 Tort Litigation | LE 217 Immigration Law |
| LE 202 Trusts and Estates | BA 101 Introduction to Business |
| LE 203 Real Estate Law | <i>(Corporate track only)</i> |
| LE 204 Criminal Practice and Procedure | BA 107 Introduction to International Business |
| LE 205 Family Law | <i>(Corporate track only)</i> |
| LE 206 Administrative Law | BA 218 Health Care Law & Ethics |
| LE 211 Contracts/Business Organizations | SO 104 Introduction to Criminal Justice |
| LE 215 Employment Law | SO 202 Practice & Theory in Child Welfare/ Mental Health |
| LE 216 Evidence Law | |