Paralegal
Post-Degree Certificate

Full-Time, Fall Start

www.pima.edu/paralegal-cert

Learn to investigate legal cases, draft legal documents, and perform legal research under the supervision of an attorney. This program includes a paralegal internship.

Special Admissions Program: In order to be fully admitted to this program, you must fulfill the requirements listed on the program website. See the website or an advisor for details.

Title IV Financial Aid eligible: Yes

What can I do with this degree?

Career Options: Seek a position as a paralegal or legal assistant, title examiner, trust officer, contract clerk, legal investigator or law firm administrator.

Academic Options: Continue your studies by taking additional professional development courses.

CHOOSE YOUR COURSES WITH YOUR COLLEGE ADVISOR

Placement

Students must meet prerequisite standards before taking WRT 101 in the pathway below. If you are not prepared for these courses based on placement results you will need to take courses to build your skills prior to taking them. The sequence of courses follows.

Reading: ACL 080 > REA 091

Writing: ACL 080 > WRT 090 > WRT 101 (or WRT101S can replace both WRT 090 and WRT 101)

Semester Pathway

This pathway is a suggested sequence of courses for your program of study. Work with an advisor to develop a unique pathway for you based on your placement recommendations, any prior college courses and your specific situation.

Semester 1 – Fall (Semester Total: 15 credits)
PAR 101: Introduction to Paralegal Careers (3 credits)
PAR 102: Civil Litigation Procedures I (3 credits)
PAR 103: Legal Research (3 credits)
PAR 104: Paralegal Ethics (3 credits)
PAR Elective*: one from PAR 203: Tort Law Procedures (3 credits) or **PAR 204:** Wills, Trusts and Estates (3 credits) or **PAR 206:** Criminal Law and Procedures I (3 credits) or **PAR 209:** Bankruptcy Procedures (3 credits) or **PAR 217:** Real Estate Legal Procedures (3 credits)

Semester 2 – Spring (Semester Total: 15 credits)
PAR 106: Civil and Criminal Evidence (3 credits)
PAR 213: Computer-Assisted Legal Research (3 credits)
PAR 202: Civil Litigation Procedures II (3 credits)
PAR Elective*: two from PAR 207: Criminal Law and Procedures II (3 credits) or **PAR 208:** Domestic Relations and Family Law (3 credits) or **PAR 212:** Law Office Computerization (3 credits) or **PAR 215:** Corporate Law Procedures (3 credits)

continued →

Semester 3 – Fall (Semester Total: 9-10 credits)
PAR 211: Legal Writing (3 credits)
PAR Elective*: two from PAR 203: Tort Law Procedures (3 credits) or **PAR 204:** Wills, Trusts and Estates (3 credits) or **PAR 206:** Criminal Law and Procedures I (3 credits) or **PAR 209:** Bankruptcy Procedures (3 credits) or **PAR 217:** Real Estate Legal Procedures (3 credits) or **PAR 290:** Paralegal Internship (4 credits)

** Students have the option of replacing one fall or spring PAR Elective with all of the following in a summer session - PAR 218: Administrative Law: Employment (1 credit), PAR 219: Administrative Law: Immigration (1 credit) and PAR 220: Administrative Law: Social Security (1 credit)*

PROGRAM TOTAL: 42

Program/Major Codes: **CRDLEGALASST/LAP**

Find more information about this program at:
www.pima.edu/paralegal-cert