

Paralegal Certificate

The Paralegal Certificate program prepares students to assist lawyers and administrators of law-related occupations in providing efficient legal services to the public. The program of study includes law-related courses and legal specialty courses.

Paralegal Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
PLEG 1111	Introduction to Law and Paralegal Studies	View-PLEG 1111	n/a	3
PLEG 1210	Computer Applications in the Legal Profession	View-PLEG 1210	n/a	2
PLEG 1411	Litigation I	View-PLEG 1411	n/a	3
PLEG 1412	Litigation II	View-PLEG 1412	n/a	3
PLEG 2211	Legal Research and Writing I	View-PLEG 2211	n/a	3
PLEG 2212	Legal Research and Writing II	View-PLEG 2212	n/a	3
PLEG 2930	Legal Studies Seminar and Internship	View-PLEG 2930	n/a	3

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Must take at least 10 credits				
PLEG 1330	Family Law or	View-PLEG 1330	n/a	3
PLEG 1430	Alternative Dispute Resolution or	View-PLEG 1430	n/a	1
PLEG 1510	Intellectual Property or	View-PLEG 1510	n/a	2
PLEG 1610	Immigration Law or	View-PLEG 1610	n/a	3
PLEG 1990	Paralegal Special Topics or	View-PLEG 1990	n/a	1-4
PLEG 2310	Criminal Law and Procedure or	View-PLEG 2310	n/a	3
PLEG 2430	Torts & Personal Injury Law or	View-PLEG 2430	n/a	3
PLEG 2510	Contracts and Business Organizations or	View-PLEG 2510	n/a	3
PLEG 2620	Property or	View-PLEG 2620	n/a	3
PLEG 2710	Wills, Trusts and Estate Administration or	View-PLEG 2710	n/a	3
PLEG 2810	Employment Search for Paralegals	View-PLEG 2810	n/a	1

NHCC Residency and GPA

10 Credits must be earned at NHCC

Total Credits Required

30

Program Overview

2023-2024

This program prepares students to assist lawyers and administrators of law-related occupations in providing efficient legal services to the public. The program of study includes law-related courses and legal specialty courses.

Students who already possess a(n) Associate in Science, Associate in Art, Bachelor's or higher degree may apply for a paralegal certificate upon successful completion of the paralegal courses only.

The paralegal courses are offered primarily in the evening. Courses prepare students for entry into a paralegal career and provide presently employed paralegals an opportunity to enhance their legal knowledge and skills. The Paralegal program does not train graduates to provide legal services directly to the public. Any person who attempts to provide legal services directly to the public, but is not licensed to practice law, engages in the illegal and unauthorized practice of law. The Paralegal program is approved by the American Bar Association.

Students must take at least nine semester credits or the equivalent of legal specialty courses through traditional classroom instruction as required by the American Bar Association.

Students wishing to enroll in the Paralegal Program must complete an Admission Request. Students must make an appointment to meet with an advisor to present the Admission Request for processing. For more information or to schedule an appointment, please contact Counseling and Advising Office at 763-424-0703.

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World:

- Demonstrate an understanding of the sources of law, legal procedure, and operation of legal systems within state and federal government and apply that knowledge to the work of paralegals.

Intellectual and Practical Skills:

- Demonstrate written, verbal, and interpersonal skills appropriate to various legal and business settings.
- Think critically and creatively analyze, synthesize, and organize information.
- Demonstrate ability to use word processing, spreadsheets, data base and case management software as they are used in the legal profession.

Personal and Social Responsibility:

- Understand and apply the Rules of Professional Conduct as they relate to the practice of law and demonstrate ethical behaviors in all settings.

Integrative Learning:

- Conduct legal research using print and electronic resources, apply results to fact situations, and report findings in an appropriate format.
- Successfully complete projects performed by paralegals in the various substantive areas of law.

This program prepares students to perform paralegal work in private law firms, government agencies or large corporations or transfer to a four year institution in this discipline.

Program Goal: Deliver a comprehensive paralegal education that will graduate ethical, employable, competent professionals for careers in the legal field.

Program Outcomes: Upon completion of the paralegal program, NHCC graduates will be able to:

1. Demonstrate an understanding of the sources of law, legal procedure, and operation of legal systems within state and federal government and apply that knowledge to the work of paralegals.
 2. Understand and apply the Rules of Professional Conduct to the practice of law and demonstrate ethical behaviors in all settings.
 3. Demonstrate written, verbal, and interpersonal communication skills appropriate to various legal and business settings.
 4. Think critically and creatively analyze, synthesize, and organize information.
 5. Conduct legal research using print and electronic resources, apply results to fact situations, and report findings in an appropriate format.
 6. Successfully complete projects performed by paralegals in the various substantive areas of law.
 7. Demonstrate ability to use word processing, spreadsheets, data base and case management software as they are used in the legal profession.
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Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Paralegal Certificate Road Map](#)
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Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

careerwise.minnstate.edu and www.bls.gov.

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one-third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 7634930555 or through the Minnesota Relay Service at 18006273529.

Gainful Employment Program Information

Paralegal

Criminal Offense Notice If you have been arrested, charged, or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or your chances to obtain federal, state, and other higher education financial aid.

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

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