

Cert: Paralegal

2021-2022

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 ten 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 and advisor to present the Admission Request for processing. For more information or to schedule an appointment, please contact Counseling and Advising Office.

Program Courses

Course No.	Course Title	Credits
PLEG1111	Introduction to Law and Paralegal Studies	3
PLEG1210	Computer Applications in the Legal Profession	2
PLEG1411	Litigation I	3
PLEG1412	Litigation II	3
PLEG2211	Legal Research and Writing I	3
PLEG2212	Legal Research and Writing II	3
PLEG2930	Legal Studies Seminar and Internship	3

Program Electives

Course No.	Course Title	Credits
Program Electives - 10 credits:		
PLEG1330	Family Law <i>or</i>	3
PLEG1430	Alternative Dispute Resolution <i>or</i>	1
PLEG1510	Intellectual Property <i>or</i>	2
PLEG1610	Immigration Law <i>or</i>	3
PLEG1990	Topic: <i>or</i>	3
PLEG2310	Criminal Law and Procedure <i>or</i>	3
PLEG2430	Torts & Personal Injury Law <i>or</i>	3
PLEG2510	Contracts and Business Organizations <i>or</i>	3
PLEG2620	Property <i>or</i>	3
PLEG2710	Wills, Trusts and Estate Administration <i>or</i>	3
PLEG2810	Employment Search for Paralegals	1
**PLEG 1990 is a Topics course and will range from 1-4 credits.		

NHCC Residency and GPA

Course No.	Course Title	Credits
10 Credits must be earned at NHCC:		
2.00 overall GPA for NHCC courses		

Total Credit Required 30

Degree Requirements

2.00 overall GPA for NHCC courses

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.

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 763-493-0555 or through the Minnesota Relay Service at 1-800-627-3529.

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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.

Career Opportunities

Information on careers, including salary and employment outlook data, is available on the [iseek](http://www.iseek.org) and Bureau of Labor Statistics websites: www.iseek.org and www.bls.gov.

Accreditation

North Hennepin Community College is accredited by the: Higher Learning Commission 30 N. LaSalle Street, Suite 2400 Chicago, IL 60602-2504 1-800-621-7440

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](#)

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