UNDERGRADUATE CERTIFICATE: PARALEGAL

The Department of Labor's Bureau of Labor Statistics predicts that the need for paralegals and legal assistants is growing faster than average. An individual who wants to market him/herself as a paralegal must meet specific criteria. Successfully completing the University of Massachusetts Global paralegal certificate meets the California paralegal requirements. This University of Massachusetts Global certificate can also be used toward completion of the Bachelor of Arts of Legal Studies.

The 24-credit undergraduate certificate focuses on attainment of the knowledge, skills, and abilities required of a paralegal. Paralegals are professionals expected to support private law offices, corporate counsel offices, governmental agencies, contract management departments and other types of departments. This certificate prepares the student with a basic understanding of the legal system, and with the ability to research and prepare legal documents, to investigate legal precedent, and to project manage law office activity and case management. Specialized skills may also be included.

Admission Requirements

Admission to the certificate program is granted to individuals who apply and meet the standards for undergraduate admission to University of Massachusetts Global. Students enrolled in a credential program, graduate degree program, or graduate certificate program may not enroll concurrently in an undergraduate certificate program. Coursework requires a minimum 2.0 cumulative GPA, with no course below a "C" or equivalent.

Required Courses:

LEST 300	Foundations of Law	3
LEST 402	Litigation and Trial Advocacy	3
LEST 403	Legal Research and Writing	3
LEST 416	Contemporary Legal Issues	3
LEST 418	Electronic Discovery and Legal Technology	3
LEST 420	Law Practice Management	3
LEST 462	Ethics in a Legal Environment	3
LEST 324	Interviewing, Negotiation and Alternative Dispute Resolution	3
Total Credits		**24**