

LEGAL STUDIES FOR THE PARALEGAL, CERTIFICATE OF PROFICIENCY

Florissant Valley and Meramec

The Certificate of Proficiency in Legal Studies for the Paralegal prepares and enhances student knowledge and skills for careers in the paralegal profession.

The certificate is designed for students who have the following:

- a college degree, either an associate or bachelor, in any subject matter;
- or a minimum of 60 college credit hours which include Communications (3 credit hours), Social Science (3 credit hours), Science/Mathematics (3 credit hours) and Business (9 credit hours);
- or a department approval to be limited to persons with five or more years of experience working under the direct supervision of an attorney in a law office, company, corporation or court.

Students develop a basic legal vocabulary and gain an understanding of Federal and Missouri statutes, cases, regulations and court systems. Students will be able to describe the legal process as well as study concepts from various specific areas of law. Students develop skills in analyzing legal problems, drafting/preparing legal documents and enhancing their professional development.

Persons interested in this program should have an interest in the law. They should be self-motivated, able to work without supervision and have good oral and written communication skills.

Graduates are qualified for positions as paralegals in private law firms, corporations, government agencies, or other businesses.

Cost of Attendance. For more information on cost of attendance visit MoSCORES (<https://scorecard.mo.gov/Search/>).

Program Career and Salary Information. Pursuant to Missouri HB 1606 (2018), information regarding the number of credit hours, program length, employment rate, wage data, and graduates employed in careers related to their program of study at St. Louis Community College can be found at the following URL: <https://scorecard.mo.gov/scorecard/> (https://www.google.com/url?q=https://scorecard.mo.gov/scorecard/&sa=D&ust=1555536894857000&usg=AFQjCNG1xf3E_i2lO96zEytILO-s5xaJCQ). Search using School / Program “St. Louis Community College” and choose the degree or credential type of interest.

The following limitations to the data apply: Information provided is based on the most recent cohorts available. Typically, most recent cohorts for wage and completion data are six years prior to the current academic year. Time to complete a program of study varies depending on the number of credit hours students earn per semester.

Interested in this program? Start the enrollment process by visiting the Apply to STLCC (<https://www.stlcc.edu/admissions/apply-to-stlcc/>) page.

At the completion of the program, students are expected to:

1. draft legal documents.
2. analyze legal documents as well as other case matter resources to identify and summarize relevant materials for the case.
3. examine case matter and identify appropriate research resources as well as analyze research results to support case matter.
4. identify and assemble legal documents and court forms required for case matter.
5. implement appropriate management of clients and case matters including calendar control, file management and billing.
6. formulate an action plan to facilitate the resolution of the case matter and implement plan to conclusion of the case.
7. select opportunities to pursue professional development.

Code	Title	Credit Hours
Required Courses		
ENG 100 or ENG 101	College Composition I (MOTR ENGL 100)	3
LGL 110	Introduction to Law	3
LGL 111	Law Office Management	3
LGL 113	Computers and the Law	3
LGL 217	Legal Research	3
LGL 218	Legal Writing	3
LGL 235	Civil Litigation	3
Legal Studies Electives		12
Group One Electives (select at least two courses from the Group One Electives)		
LGL 112	Contract Law	
LGL 202	Wills, Trusts, and Probate	
LGL 211	Tort Law	
LGL 228	Family Law	
Group Two Electives		
LGL 205	Real Estate Law	
LGL 206	Administrative Law	
LGL 230	Employment Law	
LGL 236	Topics in Law	
LGL 240	Advanced Civil Litigation	
LGL 280	Paralegal Clinical Studies ¹	
LGL 290	Workplace Learning: Paralegal ¹	
Total Credit Hours		33

¹ Student cannot receive credit for both LGL 280 and LGL 290 (or LGL 219).

PLEASE NOTE: If you originally enrolled at STLCC prior to Fall 2021, you may need to view an archived catalog (<https://www.stlcc.edu/programs-academics/course-catalog/>) for your correct program requirements. Please speak with an advisor or the program coordinator for more information.

Code	Title	Hours	Prerequisites	Milestones/Notes
First Year				
Fall				
ENG 100 or ENG 101	or College Composition I (MOTR ENGL 100)	3		ENG 100 recommended
LGL 110	Introduction to Law	3	Reading Proficiency.	
LGL 113	Computers and the Law	3	Reading Proficiency.	
	Credit Hours	9		
Spring				
LGL 111	Law Office Management	3	Reading Proficiency.	
LGL 235	Civil Litigation	3	LGL 110 or LGL 108 and Reading Proficiency.	
	Credit Hours	6		
Second Year				
Fall				
LGL 217	Legal Research	3	LGL 110 or LGL 108, ENG 100 or ENG 101, and Reading Proficiency.	Take first 8 weeks
LGL 218	Legal Writing	3	LGL 217 and Reading Proficiency.	Take second 8 weeks
Group I Legal Elective		3		
	Credit Hours	9		
Spring				
LGL Elective		3		Apply for graduation
Group I Legal Elective		3		
LGL Elective		3		LGL 240 or LGL 219 recommended
	Credit Hours	9		
	Total Credit Hours	33		

*Click on the hyperlinked course number to view additional information about the course.

**Students completing a course that has been assigned a MOTR number may transfer that course to any public institution in Missouri. Those who complete CORE 42 requirements will have that verification on their transcript.

*** It is your responsibility to verify that the courses listed above will transfer to the four-year institution of your choice. Maximize your transfer credits/classes by meeting with an academic advisor.