

## Chancellor University – Certificate in Paralegal- Human Resources

*This certificate, (while not approved) by the ABA, offers a credential that permits the holder to show potential employers that he/she has successfully completed a sequence of courses that give him/her a working knowledge of the law and its relation to human resource management.*

Course	Course Description
<b>PARALEGAL- HUMAN RESOURCES</b>	
<b>CJ 370 Constitutional Law</b>	Study of the principles underlying American constitutional government as developed in leading cases, with special reference to interpretation of the Constitution. Prerequisite: CJ 200 or CJ 350, LA 200 or LA 201.
<b>FN 312 Financial Management I</b>	Management and acquisition of resources for firms with regard to pricing in external markets. Topics include analysis of financial statements, risk and required rate of return, time value of money, financial asset valuation, capital budgeting, capital structure, dividend policy, and financial forecasting. Prerequisites: AC 273, EC 202.
<b>MG 250 Human Resource Management</b>	This course is a study of the staff work of a personnel department and of the specific techniques used in performing major personnel functions. Topics covered will include job analysis, employee selection and placement, wage and salary administration, merit rating, collective bargaining, and the day-to-day administration of personnel relations. Prerequisite: MG 200.
<b>MG 370 Organizational Behavior</b>	Provides the framework for understanding the behavior of individuals functioning within an organization and the design and operation of effective and innovative organizations. The various topics addressed include the study of individual behavioral processes, interpersonal and group interaction, the design and functioning of innovative organizational structures, systems and processes, and creative and innovative change processes. Prerequisite: MG 200.
<b>PA 351 Introduction to Law for the Paralegal</b>	An introduction to the role of the paralegal in the legal system. The sources of law, court systems, administrative agencies, limits on the powers of the courts, and remedies are explored. An introduction to civil procedure is given, which is the foundation for all other paralegal courses. Legal ethics with emphasis on the paralegal, including the unauthorized practice of law. Law office administration and procedure are discussed. Prerequisite: Departmental approval.
<b>PA 375 Employment Law</b>	The focus of this course is on the most important federal laws regulating employment. Family leave, disabilities, civil rights, labor standards, national labor relations, and "whistle-blowing" are some of the topics covered. Ohio state laws in this area and employment-at-will will also be considered. Special emphasis will be on non-lawyer practice before relevant administrative agencies. Prerequisite: MG 200 or PA 352 or concurrent enrollment.