

## Chancellor University – Certificate in Paralegal Secretary

*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 the student a working knowledge of the law and its relation to human resource management.*

Course	Course Description
<b>PARALEGAL SECRETARY</b>	
<b>MS 181 Introduction to Microcomputers</b>	An overview of introductory information processing concepts, including the role of computers, their historical development, components of a computer system, and computer communications. Hands-on experience with software packages that provides a foundation for continued education and use of personal computers. Prerequisite: None.
<b>MS 281 Computer Applications in Business</b>	Major microcomputer software applications emphasizing spreadsheets, database management, and presentation software are studied. Students learn the methodology of the development and design of templates for a business environment. Techniques for using software are learned and applied to the solution of business information problems. Students also access the Internet for supplemental data to assist in creating contemporary and resourceful projects. Prerequisite: MS 181.
<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 356 Civil Trial and Appellate Practice I</b>	Location, jurisdiction, and procedures of courts; pre-trial, trial, and settlement of cases. Emphasis is on research into and development of physical, documentary, and testimonial evidence. Preparation of documents, files, pleadings, and witnesses for trial. An overview of the substantive law of torts and contracts is offered. Prerequisite: PA 352 or concurrent enrollment.
<b>PA 377 Law Office Administration</b>	An in-depth study of the parameters and policies of the legal business office, with emphasis on the functions and procedures common to the law office. The focus of the course will be on management of non-attorney personnel within a law office, coordination of work assignments, billings and collection, and hiring and training employees. Prerequisites: MS 181, PA 352.