



Triton College School of Business Launches New Paralegal Studies Certificate Program

Starting Spring 2022

The Paralegal Studies Certificate Program prepares students for entry-level (non-attorney) legal positions. The scope of the certificate encompasses various legal specialties so that after completing this program students are prepared for a variety of legal positions whether in a law firm, corporation or governmental agency. In order to be eligible for this program, a student must have previously earned an associate or bachelor's degree.

Note: Paralegals may not provide legal services directly to the public, except as permitted by law.

Paralegal Studies Certificate Program

First Semester

BUS 107 Microsoft Office in Business Applications	3 credit hours
PAR 101 Introduction to Paralegal Studies	3 credit hours
PAR 110 Drafting Legal Documents	3 credit hours
PAR 120 Civil Litigation	3 credit hours

Second Semester

PAR 140 Introduction to Legal Research and Writing	3 credit hours
PAR 150 Contract Law	3 credit hours
PAR 201 Personal Injury, Tort and Insurance Law	3 credit hours

Third Semester

PAR 160 Legal Ethics and Law Office Organization	3 credit hours
PAR 170 Evidence and Investigations	2 credit hours
PAR 210 Law Office Technology	3 credit hours
PAR 220 Paralegal Assessment/Internship	2 credit hours

Total **31 Credit hours**

Cohort program is limited to 15 students per semester.

To secure your seat, please contact

**Joanna Oleksiak at joannaoleksiak@triton.edu or (708) 456-0300, Ext. 3219, or
Dr. William M. Griffin at williamgriffin@triton.edu or (708) 456-0300, Ext. 3579.**

No matter who you are or what you aspire to be ...

There's
a place
for you.



Triton College
triton.edu

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Triton College is an Equal Opportunity/Affirmative Action institution.