

# Paralegal Fundamentals PF21

## Type

Technical Certificate of Credit

The Paralegal Fundamentals program is a sequence of courses that prepares students for entry level positions in the law firm. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; analysis of state and federal law; legal correspondence preparation; criminal law and procedure; and family law. The program emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services.

## Unauthorized Practice of Law

The goal of the Paralegal Studies Program is to train students in a variety of legal practice areas, analysis and reasoning and effective communication with the students successfully adapting these skills to professional legal environments. Paralegals shall not engage in the unauthorized practice of law as proscribed by the Official Code of Georgia §15-19-51 and must work under the supervision and direction of an attorney in good standing with the State Bar of Georgia.

## Required Courses

Item #	Title	Credits
COMP 1000	Introduction to Computer Literacy	3
PARA 1100	Introduction to Law and Ethics	3
PARA 1115	Family Law	3
PARA 1125	Criminal Law and Procedure	3
Minimum Credit Hours for Graduation		12