

What can I do with a Paralegal Certificate?

Paralegals (or Legal Assistants) are an increasingly important part of the legal system in all areas of practice including private law firms, government offices, corporations, insurance companies and banks. They assist attorneys in a wide variety of tasks such as fact gathering, document preparation, file organization, and client contact.

The Paralegal Certificate at FHSU is a 18-hour program done in conjunction with any Associates or Bachelors degree offered. The certificate program is designed to provide you with the skills and training necessary to enter into and excel in this exciting new field.



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Fort Hays State University

Fort Hays State
University

Paralegal Certificate Program



Departments of Political Science &
Justice Studies and
Computer & Information Systems

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The Paralegal Certificate



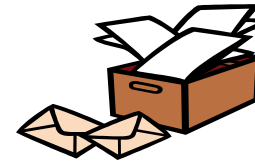
There are no national or state standards that an individual must meet in order to work as

a Paralegal (or Legal Assistant). Many employers, however, are looking for individuals with an Associates or Bachelors degree who have strong organizational and office skills, a basic understanding of legal terminology, and a foundational knowledge of the legal system. For individuals who are interested in national certification, tests such as the one offered by the National Association of Legal Assistants are a way to gain such additional credentials.

The Paralegal Certificate Program at FHSU is offered through the joint efforts of the Departments of Political Science & Justice Studies and Computer & Information Systems. Our program provides students with the knowledge and skills necessary to enter into and succeed in the field.

Here's what we offer:

- An advisor who is a licensed attorney with experience working with paralegals in private practice.
- An introduction to the legal job market and the role lawyers, judges and paralegals play in American Society.
- Familiarization with legal terminology, citation format, case briefing and legal research methods.
- An introduction to sources of law, rules of civil and criminal procedure and substantive areas of law such as Torts, Property, Contracts, Business Law, Family Law, Criminal Law, and Estates.
- Hands-on experience with office technology, word processing applications, spreadsheets, filing and office procedures.
- Internship opportunities in law firms and government offices.



18 Hour Course Curriculum

You must have a grade C or better in each of the courses.

Core Courses:

POLS 320	Introduction to Law	3hrs
POLS 380A	Introduction to Legal Profession	1hr
POLS 380B	Legal Research Methods	2hrs
ISA 250	Word Processing Applications	3hrs
ISA 380	Legal Office Procedures	3hrs
IDS 401	Ethics in the Professions	3hrs

Three elective hours can be chosen from any of a number of courses offered at FHSU. The elective hours could be in Business (Financial Accounting, Tax, Business Communication, Finance, Estate Planning, Banking) in Law (Public Law, Constitutional Law, Criminal Law, Civil Liability, Business Law, Commercial Law, International Law or Cyberlaw) in Sociology and Social Work (Mediation, Family Communication) or in any other approved area of focus.

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