

CERTIFICATE IN PARALEGAL STUDIES

PROGRAM OVERVIEW

Paralegals work in many areas of the law under the supervision of attorneys. They perform a wide variety of legal tasks, such as interviewing clients and witnesses, drafting legal pleadings and memoranda, assisting in pretrial and trial preparation and proceedings, performing legal research, preparing various legal documents, and analyzing complex transactions and procedures.

The paralegal studies certificate will empower and equip students with the knowledge and skills fundamental to the paralegal profession in both the private and public sectors. This program also adds value to students entering a variety of other professional disciplines.

The program emphasizes ethics, critical thinking, legal research, legal writing and verbal communication, strategic problem-solving, and other applied skills necessary for navigating today's legal environment.

PROGRAM HIGHLIGHTS



8-week courses



Acceptances occur throughout the year



Multiple start dates in the fall, spring, and summer semesters



Military friendly

FREE CREDIT TRANSFER EVALUATION

If you have college credits from another institution, send your unofficial transcripts to accelerated.admissions@cuw.edu for a free credit transfer evaluation.

PROGRAM CURRICULUM

REQUIRED COURSES

Credits

PLGL 100	Intro to Paralegal Studies & Ethics	3
PLGL 101	Legal Research & Writing I	3
PLGL 102	Legal Research & Writing II	3
PLGL 201	Civil Litigation I	3

Total Credits 12

ELECTIVES* (CHOOSE 3)

Credits

PLGL/JPP 207	Substantive Criminal Law	3
PLGL 210	Tort Law	3
PLGL 220	Contract Law	3
PLGL 230	Legal Aspects of Business Organization	3
PLGL/JPP 308	Procedural Criminal Law	3

Total Credits 9

**Courses and program goals subject to change*

CAREER OUTLOOK

Paralegal/Legal Assistant • Corporate/Regulatory Compliance • Risk Management • Human Resource Management • Corporate Governance

CONCORDIA UNIVERSITY
WISCONSIN & ANN ARBOR

PROGRAM FORMATS



ONLINE

COLLABORATIVE

- Comfort of your own home
- No assigned class times
- 8- and 16-week courses
- Work at your own pace
- Flexible course offerings
- Instructor and Academic and Career Advisor support

ADMISSION REQUIREMENTS

All students applying for admission must submit:

Official transcripts from all post-secondary institutions attended. *Note: Applicants must have completed a bachelor's degree or 60 college credits to be eligible for this certificate.*

ACCREDITATION

Concordia University is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

Although this program is specifically designed for the education of paralegals, the knowledge and skills gained through this program will benefit students interested in law school and many other areas of private and public sector employment, including criminal justice, business, healthcare professions, insurance, real estate, and social work.

TUITION & SCHOLARSHIPS

There are many scholarships available for post-traditional learners. For CUW go to cuw.edu/uncommon-scholarships, or for CUAA go to cuaa.edu/uncommon-scholarships for more information.

For more information on tuition costs, please visit cuw.edu/tuition-acc.

NEXT STEPS

1. Submit your application

CONCORDIA UNIVERSITY WISCONSIN

Go to cuw.edu/apply. Select the Non-Degree option. Fill out the form and submit your online application.

CONCORDIA UNIVERSITY ANN ARBOR

Go to cuaa.edu/apply. Select the Non-Degree option. Fill out the form and submit your online application.

2. Apply for financial aid

All students are eligible to be reviewed for financial aid. Students will need to complete the FAFSA at studentaid.gov. If you apply to CUW, use the school code **003842**, if you apply to CUAA use the school code **002247**.

Questions? Contact Concordia's Financial Aid Office: finaid@cuw.edu • 262-243-4569

FOR MORE INFORMATION, VISIT:

CUW.EDU/PARALEGAL-CERT

CUAA.EDU/PARALEGAL-CERT



INTERESTED IN THE PROGRAM?

CONTACT US FOR MORE INFORMATION:

1.877.289.1897 • learn.more@cuw.edu