

Paralegal

This Certification Program is consisted of total 160 hours studies, covering total 8 legal subjects. Since students for this program have Bachelor's degree, they are exempted from taking general education courses.

Each course begins with the initial PLG and has a three-digit number that identifies the general order of courses. Upon successful completion of the Paralegal Certification Program, students will receive a certificate of completion from Columbia College.

Course #	Course	Lecture	Lab	Externship	Hours
PLG101	Legal Contract				40
PLG104	Torts				40
PLG109	Criminal Law				40
PLG155	Family law/Divorce				40
PLG159	Real Property				40
PLG163	Corporation/Partnership				40
PLG201	Civil Procedure				40
PLG208	Bankruptcy				40
	Required 4 courses (Select from above)				160

- **PLG101 Legal Contract** – An introduction to the nature, functions, and processes of exchange, contract, and contract law. The course focuses on the predominant rules and principles governing contract and related obligation, including the substantive reasons underlying the rules and principles.
- **PLG104 Torts** – An introduction to the principles of civil liability in the tort field: intentional wrongs, negligence, and strict liability. Attention is also given to the processes by which tort disputes are handled in our legal system.
- **PLG109 Criminal Law** – An introductory study of the criminal law, including theories of punishment, analysis of the elements of criminal liability and available defenses, and consideration of specific crimes as defined by statute and the common law.
- **PLG155 Family law/Divorce** – This course deals with the laws governing family relationships, specifically the Illinois Marriage and Dissolution of Marriage Act and related statutes. It focuses on such practical aspects as investigation, preparation of pleadings and other documents, court procedures, settlement agreements, and post-decree modifications. A brief overview of adoption and paternity proceedings is also presented.

- **PLG159 Real Property** – This is a course in basic property law. It covers acquisitions of rights in property, estates in land, concurrent ownership, landlord/tenant relations, and regulation of land use.
- **PLG163 Corporation/Partnership** – Provides a basic understanding of the characteristics of corporations, partnerships, and agency relationships, as well as an introduction to the procedures and advantages of incorporation.
- **PLG201 Civil Procedure** – An introduction to civil litigation, from commencement of an action through disposition on appeal, studied in the context of the federal procedural system. Also, a detailed consideration of federalism and ascertainment of applicable law; jurisdiction, process, and venue; and former adjudication.
- **PLG208 Bankruptcy** - Study of the Federal Bankruptcy Code and the laws regulating bankruptcy and creditors' rights. Examination covers the various types of petitions that can be filed by individuals and business entities. Procedures for the paralegal to follow in preparing and filing these petitions are reviewed.