



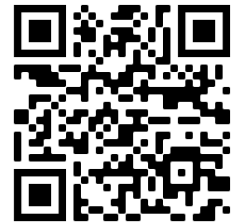
# CERTIFICATE

## Choose Community

Choose Nashua Community College and experience what community really means: support, connection, security, opportunity.

Course Schedule

Program Outcomes



Career Possibilities

Potential Salary



Apply to NCC



Visit [nashuacc.edu](http://nashuacc.edu) or speak with an Enrollment Specialist by calling 603.578.8908 to begin!

## Benefits of a Paralegal Certificate

All paralegal courses at Nashua Community College are taught by experienced attorneys. In all paralegal specialty courses, the students will not only be taught the essential knowledge of the law, but will be also given the practical knowledge necessary for employment and success as a paralegal.

To be successful in the Paralegal Studies, students should have an interest in the law, must be diligent and committed to their studies, be dependable, have good communication skills, be well-organized; or be willing and able to develop all these skills and qualities.

Paralegals work under the direction and supervision of licensed attorneys. Paralegals may not provide legal services directly to the public except as permitted by law.

## Certificate Students Are:

- Job seekers upskilling for a new career
- Recent high school graduates preparing for quick entrance to the workforce
- Already employed, but seeking a certificate to move up in the industry.
- College grads keeping up-to-date on best practices

## Help Your Resume Stand Out

There are many benefits to completing a certificate program. If you are starting your job search, completing a certificate program will boost your skills and abilities, and it can even help you stand out in the job market.

## Courses

Item #	Title	Class Hours	Lab Hours	Credits
ENGL101N	College Composition	4	0	4
PLGL101N	Basic Legal Studies	3	0	3
PLGL102N	Legal Research and Writing	3	0	3
PLGL230N	Contracts and Business Organizations	3	0	3
PLGL220N	Real Estate Law	3	0	3
PLGL210N	Litigation and Trial Preparation	3	0	3
PLGL240N	Probate, Estates, and Trusts	3	0	3
PLGL250N	Family Law	3	0	3
PLGL260N	Criminal Law	3	0	3
<b>Total Credits</b>				<b>28</b>

### NON-DISCRIMINATION POLICY

The Community College System of NH does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, creed, color, religion, ancestry or national origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, or law enforcement, military, veteran, or marital status. This statement is a reflection of the mission of the Community College System of NH and refers to, but is not limited to, the provisions of the following laws:

- Title VI and VII of the Civil Rights Act of 1964, as amended
- The Age Discrimination in Employment Act of 1967 (ADEA)
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990 (ADA)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)
- NH Law RSA 188-F:3-a.
- Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to Sara A. Sawyer, Director of Human Resources for the Community College System of NH, 26 College Drive, Concord, NH 03301, 603-230-3503. Inquiries may also be directed to the NH Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301, 603-271-2767, FAX: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.