

SAGE COLLEGE
Paralegal Studies Program
Curriculum Overview



Legal Applications

Legal Terminology
Legal Procedures
Civil Procedures
Trial Prep & Procedures
Paralegal Ethics & Professional Practice
Intro to Paralegalism & American Law
Legal Research

Computer and Software Applications

Microsoft Office
Abacus Calendaring Software

Legal Office Procedures

Law Offices Systems and Records Management
Transcription
Business Math / 10 Key Calculator

Basic Law Surveys

Criminal Law
Contracts and Property Law
Family Law
Wills, Trusts, and Estates
Bankruptcy

Professional Development and Skills

Beginning English
Vocabulary
Legal analysis & Writing

Internship

180 hours

Sage College reserves the right to revise or change classes, schedules, instructors, textbooks, and to make course changes at any time.