



SCHOOL OF PROFESSIONAL STUDIES

# CERTIFICATE IN CRIMINAL JUSTICE ADMINISTRATION

## Take the First Step Toward an Exciting Career

Explore some of the most important pillars of the criminal justice field by enrolling in the Certificate in Criminal Justice Administration. You'll gain insight into the principles, problems, and solutions of supervision and management of personnel in the criminal justice agencies. Throughout the Undergraduate Certificate in Criminal Justice Administration program, you'll delve into the issues and theories surrounding the field of corrections; behavioral, psychological, and sociological motivational factors of criminality; and study the intricacies within the judicial process of criminal justice.

### Program highlights:

- Learn how to supervise and manage personnel in criminal justice agencies
- Gain insight into management principles and learn solutions to overcome common challenges
- Understand the behavioral, psychological, and sociological motivational factors of criminality
- Explore the impact of issues surrounding the field of corrections

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## UNDERGRADUATE CERTIFICATE IN CRIMINAL JUSTICE ADMINISTRATION

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This coursework and the accompanying credits may be transferred to appropriate degree programs if all other requirements for admission to a degree program are met.

This certificate provides students with an overview of some of the most important pillars of the criminal justice field. Students will gain insight into the principles, problems and solutions of supervision and management of personnel in the criminal justice agencies, the issues and theories surrounding the field of corrections, an understanding of the behavioral, psychological, sociological motivational factors of criminality and finally, a study of the intricacies within the judicial process of criminal justice.

### Certificate Requirements

(4 courses; 18 quarter units)

CJA 446	CJ Management and Leadership
CJA 340	Corrections
CJA 431	Criminology
CJA 351	Courts & the Judicial Process

## PARALEGAL SPECIALIST CERTIFICATE - CORPORATIONS

Academic Program Director: Bryan Hance; (310) 662-2115; [bhance@nu.edu](mailto:bhance@nu.edu)

The Paralegal Specialist Certificate in Corporations is intended to introduce students to the legal skills required to serve the community effectively and ethically in a corporate law practice. The program provides an academic and practical education of uncompromising quality. The Corporations Specialization covers case analysis, legal research, and documents for the formation, management, and dissolution of corporate entities. The certificate is approved by the American Bar Association and offered only at the Los Angeles and Woodland Hills campuses.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Discuss broad legal principles from the primary areas of law, such as Torts, Contracts, Real Property, and others, and explain the definitions of certain basic legal terms and phrases.
- Conduct legal research using manual and computer-assisted methods.
- Demonstrate the basic process of legal reasoning and analysis.
- Describe the paralegal's role in a corporate law practice.
- Recognize how broad ethical principles apply to paralegals in a corporate law practice.

### Degree Requirements

This program option requires the completion of 90 quarter units of coursework. It includes 8 courses, all of which are legal specialty courses. Please note that a minimum of 27 quarter units of general education course work (across at least three disciplines, such as social science, natural science, mathematics, humanities, foreign language, and English) are required by the American Bar Association.

All lower-division general education courses must be completed at National University or another regionally accredited institution. In the absence of transfer credit, additional general electives may be necessary to satisfy total units for the degree.

Students may earn more than one Paralegal Specialist Certificate. Generally, any course completed for any one Paralegal Specialist Certificate need not be repeated and will apply towards other Paralegal Specialist Certificates. Each certificate is tailored to include training in substantive legal analysis, drafting legal documents, and understanding procedural matters.

The Corporations Specialization covers case analysis, legal research, and documents for the formation, management, and dissolution of corporate entities. The following courses are specific certificate requirements.

### Certificate Requirements

(8 courses; 22.5 quarter units and 13.5 CEUs)

PLX 2100X	Torts
PLX 2101X	Leg. Res. Wrtg.-Briefing/Analysis
PLX 2102X	Contracts
PLX 2103X	Leg. Res. Wrtg.-Legal Memo
PLX 1804X	Foundations of Property Law (4.5 CEU)
PLX 2105X	Computers & the Law
PLX 1806X	Legal Writing Project (4.5 CEU)
	<i>Prerequisite: PLX 2101X and PLX 2103X</i>
PLX 1808X	Essentials of Corporate Law (4.5 CEU)

**Paralegals may not provide legal services directly to the public, except as permitted by law.**

For complete program information, see the National University Catalog 82, effective 10/2018.