

# PARALEGAL STUDIES, ASSOCIATE OF APPLIED SCIENCE

## Program Description

This program is offered completely online and will require that students work in the legal field to gain on the job training in their chosen career field. Learning will build each term through both theoretical competencies and practical skills required in this profession. Students will be prepared for highly responsible positions as paralegals upon completion of this program.

## Program Outcomes

Students who successfully complete the Associate of Applied Science degree in Paralegal Studies will:

1. Demonstrate various skills and aspects of the paralegal profession
2. Conduct and document online legal research with accurate methods of citation
3. Develop and edit legal documents using relevant legal terminology and current technology
4. Apply professional skills and ethical standards expected of a paralegal

## Career Considerations

The Paralegal Studies program prepares students for entry-level jobs and future careers in the following areas: law firms, businesses, insurance companies, financial institutions, public agencies, title companies, and government offices.

## Program Course Requirements

Course	Title	Credits
<b>First Year</b>		
<b>First Term</b>		
BA 180 or MTH 104	Business Mathematics I (MTH 65 or higher accepted) or Math Literacy	3
LA 100	Legal Procedures I <sup>1</sup>	4
LA 102	Legal Terminology <sup>1</sup>	3
OA 128	Editing for Business <sup>1</sup>	3
<b>Credits</b>		<b>13</b>
<b>Second Term</b>		
BA 214	Business Communications	3
LA 101	Intro to Paralegal Studies	3
PSY 101 or COM 218Z	Psychology of Human Relations <sup>2</sup> or Interpersonal Communication	3
LA 128	Legal Procedures II <sup>1</sup>	4
WR 121Z	Composition I	4
<b>Credits</b>		<b>17</b>
<b>Third Term</b>		
CJ 114	Diversity Issues in CJ <sup>3</sup>	3
LA 105	Civil Procedure <sup>1</sup>	3
LA 132	Ethics for Legal Prof	3
PSY 201Z	Introduction to Psychology I <sup>3</sup>	4
<b>Credits</b>		<b>13</b>

<b>Second Year</b>		
<b>First Term</b>		
BA 101Z	Introduction to Business	4
LA 204	Legal Research and Writing I <sup>1</sup>	4
LA 208	Family Law <sup>1</sup>	4
LA 210	Wills Probate Estates <sup>1</sup>	3
<b>Credits</b>		<b>15</b>
<b>Second Term</b>		
BA 226	Business Law	4
LA 205	Legal Research and Writing II <sup>1</sup>	4
LA 224	Torts Pleadings and Practice <sup>1</sup>	3
LA 280	CWE- Legal Assistant (6 credits required) <sup>4</sup>	5
<b>Credits</b>		<b>16</b>
<b>Third Term</b>		
BA 231	Computers in Business	4
LA 217	Real Estate Law for Paralegals <sup>1</sup>	4
LA 226	Criminal Law for Paralegals <sup>1</sup>	3
LA 280	CWE- Legal Assistant (6 credits required) <sup>4</sup>	5
<b>Credits</b>		<b>16</b>
<b>Total Minimum Credits</b>		<b>90</b>

<sup>1</sup> See advisor for full list of course options and prerequisites.

<sup>2</sup> Meets Human Relations requirement

<sup>3</sup> Any approved elective can be taken, see advisor for full list of course options

<sup>4</sup> Contact instructor one term prior to complete paperwork

## Advising Notes

- A grade of C or better must be attained in all LA courses or courses must be retaken.

## Program Entrance Requirements

- Working knowledge of MS Word
- Recommended Keyboarding speed of 45 WPM or take OA 110 Alpha Keyboarding (2 cr.)
- Students with a criminal record are strongly urged to research employability before entering the paralegal program. If students enter the program with a felony conviction, they should disclose this information to their paralegal advisor and any Cooperative Work Experience (CWE) employer.