

# PARALEGAL STUDIES

## Associate of Applied Science Degree and Certificate

The Paralegal Studies program is designed to give the paralegal a broad background in many different areas of the law. Through practical "how to" courses, students learn about the legal system, acquire skills used in law offices, and are taught the professional and ethical responsibilities of a paralegal. Certificate courses apply to the associate's degree.

Graduates are eligible to take the national certification examination offered by the National Association of Legal Assistants. Those who successfully complete this two-day exam are designated Certified Legal Assistants (CLA), and approved for institutional membership by the American Association for Paralegal Education (AAfPE).

### Credits

#### General Education Requirements (16 credits)

ENGL	111G	Rhetoric and Composition	4
MATH REQUIREMENT*			3
COMM	265G	Principles of Human Communication	
	<b>OR</b>	COMM 253G Public Speaking	3
PSY	201G	Introduction to Psychology	
	<b>OR</b>	C EP 110G Human Growth and Behavior	3
GOVT	100G**	American National Government	3

#### Related Requirements (12 credits)

C S	110	Computer Literacy	3
BOT	213	Word Processing I	3
BOT	205	Microcomputer Accounting I	3
	<b>OR</b>	ACCT 252 Financial Accounting	
	<b>OR</b>	ACCT 200 A Survey of Accounting	
ENGL	211G	Writing in the Humanities and Social Sciences	3
	<b>OR</b>	ENGL 203G Business and Professional Communication	
	<b>OR</b>	ENGL 218G Technical and Scientific Communication	

#### Campus Requirement (1 credit)

COLL	101	College Success	1
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#### Program Requirements (29 credits)

PL S	160	Legal System for the Paralegal	3
PL S	180**	Constitutional Law for the Paralegal	3
PL S	190	Criminal Law for the Paralegal	
	<b>OR</b>	C J 205 Criminal Law I	3
PL S	200	Legal Ethics for the Paralegal	2
PL S	231	Law of Commerce for the Paralegal	3
PL S	274	Legal Research and Writing for the Paralegal I	3
PL S	275	Tort and Insurance Law for the Paralegal	3
PL S	278	Litigation for the Paralegal	3
PL S	279	Legal Research and Writing for the Paralegal II	3
PL S	280	Interviewing & Investigation for the Paralegal	3

*PL S courses, even with the same title, will not replace or substitute for Criminal Justice courses on the Criminal Justice degree plan.*

**A grade of C or better is required in all PL S courses and the General Education required courses.**

#### Paralegal Electives (12 credits Required)

PL S	161	Legal Terminology	3
PL S	165	The American Legal System	3
PL S	181	Alternate Dispute Resolution	3
PL S	201***	Legal Office Procedures I	3
PL S	203	Immigration Law	3
PL S	204	Computers in the Law Office	3
PL S	205	Legal and Ethical Issues for the Web	2
PL S	206	Elder Law	3
PL S	212	Legal Office Procedures II	3
PL S	221	Cooperative Experience I	2-4
PL S	222	Cooperative Experience II	1-3
PL S	255	Special Topics	1-4
PL S	264	Real Estate Law	3
PL S	270	Administrative Law for the Paralegal	3
PL S	276	Wills, Trusts, and Probate for the Paralegal	3
PL S	277	Family Law for the Paralegal	3
ACCT	251	Management Accounting	3

**Total Credits Required** **70**

**Note:** A maximum of 6 credits of PL S 221 and 222 may be applied toward a degree.

**\* Math requirement can be met by one of the following:**

MATH	210G	Mathematics Appreciation
BOT	106	Business Mathematics
BMGT	216	Business Math
MATH	120	Intermediate Algebra

\*\* GOVT 100G strongly recommended before PL S 180.

\*\*\* This course is strongly recommended.

## Certificate in Legal Assistant

The Legal Assistant Certificate prepares students in basic legal office skills. The courses all apply to the Associate Degree in Paralegal Studies.

### Credits

#### Required Courses

ENGL	111G	Rhetoric and Composition	4
COLL	101	College Success	1
C S	110	Computer Literacy	3
COMM	265G	Principles of Human Communication	3
PL S	160	Legal System for the Paralegal	3
PL S	201	Legal Office Procedures I	
	<b>OR</b>	PL S 212 Legal Office Procedures II	3
BOT	106	Business Mathematics	
	<b>OR</b>	BMGT 216 Business Math	
	<b>OR</b>	MATH 210G Mathematics Appreciation	
	<b>OR</b>	MATH 120 Intermediate Algebra	3
BOT	205	Microcomputer Accounting I	
	<b>OR</b>	ACCT 252 Financial Accounting	
	<b>OR</b>	ACCT 200 A Survey of Accounting	3
BOT	213	Word Processing I	3
PL S	ELECTIVES		9

**Total Credits Required** **35**