

Division of Applied Science & Technology

Associate of Applied Science Degree – Paralegal Studies (260)

Program Description

The Paralegal Studies program is designed to prepare individuals to work in a legal office environment. The program provides training in the general processes of American law and the knowledge and skills to perform specific legal tasks under the supervision of an attorney. In addition, the program helps prepare individuals for paralegal certification exams.

Opportunities for Employment

Students will have the opportunity to gain the knowledge and skills required to perform a variety of specialized duties with competence and understanding. The Paralegal Studies associate degree will help prepare students for a wide range of entry-level positions as a paraprofessional in the legal field with opportunities in law firms, mortgage companies, banks, title insurance companies, private corporations, and government and administrative agencies.

Program Requirements

Students are required to take English and mathematics placement tests. Developmental classes in these areas may be required. Students may receive college credit for verified on-the-job experience. Courses taken out of suggested sequence must have the approval of the program advisor. Chances of success in this field are increased if the student has good organizational, analytical, and academic skills and enjoys working with people in a complex, fast-paced work environment. Classes are offered both on campus and online. Most students will require more than two full years of study to complete the Associate Degree in Paralegal Studies.

For Further Information Contact:

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PROGRAM OF STUDY

| FIRST YEAR FALL | | | | |
|-----------------------------------------|-----|----------------------------------------|---------------|-----------------|
| <i>Course #</i> | | <i>Course Title</i> | <i>Credit</i> | <i>Progress</i> |
| AST | 141 | Word Processing I | 3 | |
| BUS | 241 | Business Law I | 3 | |
| ENG | 111 | College Composition I | 3 | |
| LGL | 110 | Intro to Law & the Legal Assistant | 3 | |
| LGL | 120 | Legal Terminology | 3 | |
| SDV | 100 | College Success Skills | 1 | |
| FIRST YEAR SPRING | | | | |
| ITE | 119 | Information Literacy | 3 | |
| LGL | 115 | Real Estate Law | 3 | |
| LGL | 117 | Family Law | 3 | |
| LGL | 125 | Legal Research | 3 | |
| MTH | 141 | Business Mathematics I | 3 | |
| SECOND YEAR FALL | | | | |
| AST | 205 | Business Communications | 3 | |
| | | HLT or PED Elective | 1 | |
| LGL | 126 | Legal Writing | 3 | |
| LGL | 216 | Trial Preparation & Discovery Practice | 3 | |
| LGL | 218 | Criminal Law | 3 | |
| PLS | 211 | U.S. Government I | 3 | |
| SDV | 106 | Preparation for Employment | 1 | |
| SECOND YEAR SPRING | | | | |
| AST | 265 | Legal Office Procedures I | 3 | |
| LGL | 225 | Estate Planning & Probate | 3 | |
| LGL | 230 | Legal Transactions | 3 | |
| LGL | 290 | Internship/Legal Assisting | 3 | |
| PSY | 120 | Human Relations ¹ | 3 | |
| | | Humanities Elective | 3 | |
| Total Minimum Credits for Degree | | | 66 | |

¹Students may take PSY 120 or PSY 126. Those who plan to transfer to a 4-year college must register for PSY 200.

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