

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. 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.