

Associate of Applied Science Degree in Paralegal Studies

AREA: Paralegal Studies

DEGREE: Associate of Applied Science Degree

LENGTH: Five semesters (two-year program)

PURPOSE: The curriculum is designed to provide an individual with a sufficient level of knowledge, understanding, and proficiency to perform the tasks in meeting a client's needs which can be performed by a trained, non-lawyer assistant working under the direction and supervision of a lawyer. A legal assistant will have a basic understanding of the general processes of American law, and will have the knowledge and proficiency to perform specific tasks under the supervision of a lawyer in the fields of civil and criminal law. The occupational objectives include employment in public and private (individual and corporate) law-related activities, organizations, and agencies.

OCCUPATIONAL OBJECTIVES: Legal assistant, Paralegal, Legal Research Assistant

PROGRAM REQUIREMENTS. The two-year curriculum Paralegal Studies includes instruction in real estate law, family law, research and writing, and general education. Students are advised to consult with their faculty advisor in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate of Applied Science Degree in Paralegal Studies.

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- Most courses in this program require placement tests indicating readiness to enroll in ENG 111 and reading prerequisite courses.
- Students without computer or keyboarding skills (below 25 words per minute) must complete the prerequisite course AST 101 Keyboarding I prior to enrolling in AST 102 or AST 141.
- All courses completed require a grade of C or better.

Course#	Title	Credits
Prerequisite Courses (Summer)		
LGL 125	Legal Research	3
LGL 200	Ethics for the Legal Assistant	1
SDV 100	College Success Skills	1
	Total	5

First Semester (Fall)

AST 102	Keyboarding II or AST 141 Word Processing I ¹	3
ENG 111	College Composition I	3
HIS 121	United States History I	3
LGL 117	Family Law	3
LGL 126	Legal Writing	3
LGL 130	Law Office Administration and Management	3
	Total	18

Second Semester (Spring)

AST 142	Word Processing II ²	3
HIS 122	United States History II	3
HUM	Approved elective ³	3
LGL	Elective 200 Level ⁴	3
LGL 216	Trial Preparation & Discovery Practice	
PED/HLT	Physical education (or health)	2
	Total	17

Third Semester (Fall)

LGL 115	Real Estate Law for Legal Assistants	3
LGL 218	Criminal Law	3
LGL 235	Legal Aspects of Business Organizations	3
SOC 200	Principles of Sociology	3
	Total	12

Fourth Semester (Spring)

AST 206	Professional Development ⁵	3
AST 265	Legal Office Procedures I or AST 243 Office Administration I or AST 244 Office Administration II	3
LGL	Elective 200 Level	3
LGL	Elective 200 Level	3
	Total	12

Program Total **64**

¹Prerequisite: AST 101 or AST 102. Reading prerequisite and ENG 111 placement required.

²Prerequisite: AST 102 or AST 141.

³Recommended: Foreign Language or Philosophy. Students may select humanities from the listing on page 42.

⁴LGL 200 Level Electives are offered each semester: summer, fall and spring.

⁵Capstone Course. Students complete internship project (20 to 40 hours).

Note: Internship opportunities and a national certification exam may be available to program students/graduates.