

Associate of Applied Science Degree in Paralegal Studies

AREA: Paralegal Studies

DEGREE: Associate of Applied Science Degree

LENGTH: Four 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

TRANSFER GUIDELINES: Transfer opportunities for associate of applied science degrees are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with an advisor.

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 an 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:

- Courses in this program require placement tests indicating readiness to enroll in ENG 111.
- Students are willing to enroll in day and evening on-campus classes.
- Students enroll in required LGL prefix classes offered each semester (courses are offered once a year).
- 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.

Course#	Title	Credits
First Semester (Fall)		
AST 102	Keyboarding II ² or AST 141 Word Processing I ²	3
LGL 115	Real Estate Law for Legal Assistants	3
LGL 117	Family Law	3
LGL 125	Legal Research	3
LGL 126	Legal Writing	3
PED/HLT	Physical Education or Health	1
SDV 101	Orientation to Virtual Assistant ¹	1
Total		17
Second Semester (Spring)		
AST 142	Word Processing II ³	3
ENG 111	College Composition I	3
HIS 121	United States History I	3
LGL 130	Law Office Administration and Management	3
LGL 216	Trial Preparation & Discovery Practice	3
Total		15
Third Semester (Fall)		
LGL 218	Criminal Law	3
LGL 235	Legal Aspects of Business Organizations	3
LGL	Elective 200 Level ⁵	3
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MTH 151	Mathematics for the Liberal Arts I	3
SOC 200	Principles of Sociology	3
Total		18
Fourth Semester (Spring)		
AST 206	Professional Development ⁶	3
AST 265	Legal Office Procedures I or AST 243 Office Administration I ³ or AST 244 Office Administration II ³	3
HUM	Approved Elective ⁴	3
LGL	Elective 200 Level ⁵	3
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Total		15
Program Total		65

¹Transfer Students: See Advisor for approved substitution.

²Prerequisite: AST 101 or AST 102.

³Prerequisite: AST 102 or AST 141

⁴Recommended: Foreign Language or Philosophy. Students may select humanities from approved list on page 41.

⁵LGL 200 Level Electives are offered each semester: summer, fall and spring.

⁶Capstone Course. Internship project required.

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