

Associate of Applied Science Degree in Paralegal Studies

260

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 30 words per minute) must complete the prerequisite course AST 80 and/or 81 Basic Keyboarding prior to enrolling in AST 102 or AST 141.

Course#	Title	Credits
First Semester (Fall)		
AST 102/141	Keyboarding II ² or Word Processing I ²	3
LGL 115	Real Estate Law for Legal Assistants	3
LGL 117	Family Law	3
LGL 125	Legal Research	3
ENG 111	College Composition I	3
SDV 101	Orientation to Virtual Assistant ¹	1
	Total	16
Second Semester (Spring)		
AST 142	Word Processing II ³	3
LGL 126	Legal Writing	3
HIS 121	United States History I	3
LGL 130	Law Office Administration and Management	3
LGL 216	Trial Preparation & Discovery Practice	3
PED/HLT	Physical Education or Health	1
	Total	16
Third Semester (Fall)		
LGL 218	Criminal Law	3
LGL 235	Legal Aspects of Business Organizations	3
LGL 217	Trial Practice & the Law of Evidence	3
LGL	Elective 200 Level	3
MTH 154	Quantitative Reasoning	3
SOC 200	Principles of Sociology	3
	Total	18
Fourth Semester (Spring)		
AST 206	Professional Development ⁵	3
AST 265/243/244	Legal Office Procedures I or Office Administration I ³ or Office Administration II ³	3
HUM	Approved Elective ⁴	3
LGL 230	Legal Transactions	3
LGL 215	Torts	3
	Total	15
	Program Total	65

¹Transfer Students: See Advisor for approved substitution.

²Prerequisite: 30 wpm or AST 102.

³Prerequisite: AST 102 or AST 141

⁴Recommended: Foreign Language or Philosophy. Students may select humanities from approved list on page 42.

⁵Capstone Course. Internship project required.

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