

PARALEGAL STUDIES, ASSOCIATE OF APPLIED SCIENCE

Program Description

This program is offered completely online and will require that students work in the legal field to gain on the job training in their chosen career field. Learning will build each term through both theoretical competencies and practical skills required in this profession. Students will be prepared for highly responsible positions as paralegals upon completion of this program.

Program Outcomes

Students who successfully complete the Associate of Applied Science degree in Paralegal Studies will:

1. Demonstrate various skills and aspects of the paralegal profession
2. Conduct and document online legal research with accurate methods of citation
3. Develop and edit legal documents using relevant legal terminology and current technology
4. Apply professional skills and ethical standards expected of a paralegal

Career Considerations

The Paralegal Studies program prepares students for entry-level jobs and future careers in the following areas: law firms, businesses, insurance companies, financial institutions, public agencies, title companies, and government offices.

Program Course Requirements

Course	Title	Credits
First Year		
First Term		
BA 180	Business Mathematics I ^{1,2}	3
LA 100	Legal Procedures I ²	4
LA 102	Legal Terminology	3
OA 128	Editing for Business ¹	3
Credits		13
Second Term		
BA 214	Business Communications ¹	3
COM 218Z	Interpersonal Communication	4
LA 101	Intro to Paralegal Studies ²	3
LA 128	Legal Procedures II	4
WR 121Z	Composition I ²	4
Credits		18
Third Term		
LA 105	Civil Procedure ²	3
LA 132	Ethics for Legal Prof	3
PSY 101	Psychology of Human Relations ^{1,2}	3
PSY 201	General Psychology I ¹	4
Credits		13
Second Year		
First Term		
BA 101	Intro to Business ^{1,2}	4
LA 204	Legal Research and Writing I ²	4

LA 208	Family Law	4
LA 210	Wills Probate Estates	3
Credits		15
Second Term		
BA 226	Business Law ^{1,2}	4
LA 205	Legal Research and Writing II ²	4
LA 224	Torts Pleadings and Practice	3
LA 280	CWE- Legal Assistant	4
Credits		15
Third Term		
BA 231	Computers in Business ^{1,2}	4
LA 217	Real Estate Law for Paralegals ²	4
LA 226	Criminal Law for Paralegals	3
LA 280	CWE- Legal Assistant	5
Credits		16
Total Minimum Credits		90

¹ See advisor for full list of course options and prerequisites.

² Recommended courses for a part time student

Advising Notes

- A grade of C or better must be attained in all LA courses or courses must be retaken.

Program Entrance Requirements

- Working knowledge of MS Word
- Recommended Keyboarding speed of 45 WPM or take OA 110 Alpha Keyboarding (2 cr.)
- Students with a criminal record are strongly urged to research employability before entering the paralegal program. If students enter the program with a felony conviction, they should disclose this information to their paralegal advisor and any Cooperative Work Experience (CWE) employer.