

PS13 Paralegal Studies

Associate of Applied Science Degree

Program Entrance Term: Fall, Spring, Summer
 Minimum Length of Program: 5 terms
 Minimum Credit Hours for Graduation: 69

Program Description

The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research in state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law; criminal law and procedure; civil litigation; tort law; substantive contract law; and wills, trusts, and probate. The program of study emphasizes opportunities that

Program Courses

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

Note: While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies Associate of Applied Technology degree.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

First Term

Course	Credits	Grade Received
<input type="checkbox"/> ENGL 1101—Composition and Rhetoric I (Required)	3	
Choose One: (Required)	3	
<input type="checkbox"/> COLL 1500—Student Success OR		
<input type="checkbox"/> COMP 1000—Introduction to Computer Literacy		
<input type="checkbox"/> PARA 1100—Introduction to Law and Ethics	3	
<input type="checkbox"/> PARA 1115—Family Law	3	
<input type="checkbox"/> PARA 1125—Criminal Law and Criminal Procedure	3	

Second Term

Course	Credits	Grade Received
<input type="checkbox"/> PSYC 1101—Introductory Psychology (Required)	3	
<input type="checkbox"/> ENGL 1102—Literature and Composition	3	
<input type="checkbox"/> PARA 1140—Tort Law	3	
<input type="checkbox"/> PARA 1145—Law Office Management	3	
<input type="checkbox"/> PARA 1105—Legal Research and Writing I	3	

Third Term

Course	Credits	Grade Received
<input type="checkbox"/> MATH 1103—Quantitative Skills and Reasoning (Required)	3	
<input type="checkbox"/> SPCH 1101—Public Speaking	3	
<input type="checkbox"/> PARA 1110—Legal Research and Writing II	3	
<input type="checkbox"/> Specific Occupational elective	3	
<input type="checkbox"/> Specific Occupational elective	3	

Fourth Term

Course	Credits	Grade Received
Humanities/Fine Arts elective—Choose one: (Required) <input type="checkbox"/> HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101	3	
<input type="checkbox"/> PARA 1150—Contracts, Commercial Law, and Business Orgs	3	
<input type="checkbox"/> PARA 1120—Real Estate Law	3	
<input type="checkbox"/> PARA 1130—Civil Litigation	3	

Fifth Term

Course	Credits	Grade Received
<input type="checkbox"/> PARA 1135—Wills, Trusts, Probate and Administration	3	
<input type="checkbox"/> PARA 2210***—Paralegal Internship I	6	
<input type="checkbox"/> Specific Occupational elective	3	

Specific Occupational Electives

Course	Credits	Grade Received
<input type="checkbox"/> PARA 2215***—Paralegal Internship II	6	
<input type="checkbox"/> PARA 1205—Constitutional Law	3	
<input type="checkbox"/> PARA 1210—Legal and Policy Issues in Healthcare	3	
<input type="checkbox"/> PARA 2205—Advanced Legal Research and Writing	3	
<input type="checkbox"/> PARA 1215—Administrative Law	3	
<input type="checkbox"/> PARA 1200—Bankruptcy/Debtor-Creditor Relations	3	
<input type="checkbox"/> ENGL 1105—Workplace and Technical Communication	3	
<input type="checkbox"/> Occupational Guided electives**	9	

*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

** Occupational Guided electives include any Degree level class in Accounting, Business Management, Business Technology, Criminal Justice, or Forensic Science. Any Degree level class outside of these programs are subject to advisor approval.

*** Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.