

## PARALEGAL STUDIES

### Paralegal Studies Associate of Applied Science

#### PROGRAM MISSION

The Paralegal Studies program prepares students to become ethical and competent paralegals by teaching substantive legal concepts as well as the practical, analytical, technological, and communication skills necessary to be successfully employed in the legal community.

#### 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

##### Year One

BA 180	Business Math	3
LA 100	Legal Procedures I	4
LA 101	Introduction to Paralegal Studies	3
LA 102	Legal Terminology	3
LA 105	Civil Procedures	3
LA 128	Legal Procedures II	4
LA 132	Ethics for Legal Professionals	3
LA 280	Cooperative Work Experience	2
OA 128	Editing for Business	3
WR 121	Academic Composition	4
1 course from approved Human Relations (see page 43)		3
*Approved electives		10

##### Year Two

BA 101	Introduction to Business	4
BA 226	Business Law	4
BA 231	Computers in Business	4
LA 204	Legal Research and Writing I	4
LA 205	Legal Research and Writing II	4
LA 208	Family Law	3
LA 210	Wills, Probate, and Estates	3
LA 217	Real Estate Law	3
LA 224	Torts, Pleading, and Estates	3
LA 226	Criminal Law	3
LA 280	Cooperative Work Experience	4
*Approved Electives		6

\*Please see an academic advisor for the full list of approved electives.

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

**Total Credits (minimum) 90**

#### PROGRAM ENTRANCE REQUIREMENTS

##### Academic Entrance Requirement

- Working knowledge of MS Word

Recommended:

- Recommended Keyboarding speed of 45 WPM or take OA110 or OA124
- 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.