

Associate of Applied Science Paralegal Studies



PURPOSE: The Paralegal Studies program is designed to prepare individuals to work in a legal office environment. The program provides training in the general processes of American law and the knowledge and skills to perform specific legal tasks under the supervision of an attorney. In addition, the program helps prepare individuals for paralegal certification exams.

PROGRAM REQUIREMENTS: Students are required to take English and Mathematics placement test. Your chances of success in this field are increased if you have good organizational, analytical, and academic skills and enjoy working with people in a complex, fast-paced work environment. Classes are offered both on campus and online. Most students will require more than two full years of study to complete the Associate Degree in Paralegal Studies.

First Year

Fall Semester				
	AST	141	Word Processing I	3
	BUS	241	Business Law I	3
	ENG	111	College Composition I	3
	LGL	110	Intro to Law & the Legal Assistant	3
	LGL	120	Legal Terminology	3
	SDV	101	Orientation to Business Programs	1

Spring Semester				
	ITE	115	Introduction to Computer Apps and Concepts	3
	LGL	115	Real Estate Law	3
	LGL	117	Family Law	3
	LGL	125	Legal Research	3
	MTH	141	Business Mathematics I	3

Second Year

Fall Semester				
	AST	205	Business Communications	3
	HLT or PED	Elective		1
	LGL	126	Legal Writing	3
	LGL	216	Trial Preparation & Discovery Practice	3
	LGL	218	Criminal Law	3
	PLS	211	U.S. Government I	3
	SDV	106	Preparation for Employment	1

Spring Semester				
	AST	265	Legal Office Procedures I	3
	LGL	225	Estate Planning & Probate	3
	LGL	230	Legal Transactions	3
	LGL	290	Internship/Legal Assisting	3
	PSY	120 ¹	Human Relations	3
	HUM	Elective		3
Total Minimum Credits for Degree				66

¹Students may take PSY 120, PSY 126. Those who plan to transfer to a 4-year college must register for PSY 200.

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