

Associate of Science in Paralegal Studies

Credits: 65

Program Description

This program is designed to prepare students to work in the legal field for law firms, banks, corporations, and government agencies in the performance of delegated, substantive legal services under the supervision of a licensed attorney. Students receive instruction in the substantive and procedural law necessary to function in the legal environment under the direction and supervision of attorneys in areas such as civil litigation, real property, legal research and writing, business organizations, and legal technology. Students will understand the ethical framework within which they will work and will be able to analyze and communicate effectively in these areas. Instruction stresses practical applications. Note: Paralegals cannot give legal advice, represent a client, or provide legal services directly to the public, except as permitted by law.

Program Outcomes

1. Demonstrate a solid knowledge and understanding of the paralegal profession and the basic substantive areas of the law as well as its role within the legal community.
2. Demonstrate knowledge of the ethical rules and professional standards applied to various situations typically encountered by a paralegal.
3. Demonstrate oral and interpersonal skills when interacting with clients, fellow employees, members of the legal community and the public.
4. Demonstrate effective oral and written communication skills for transactions with clients, attorneys, other paralegal professionals, court personnel, and third parties.
5. Apply knowledge and comprehension of all phases of trial practices and procedures by researching and competently draft legal documents applying legal research and computer and writing skills.
6. Conduct basic legal research and analysis, including identifying and applying key facts, identifying, and describing the legal issue/issues of a case, finding the law that applies to a client's problem, and determining how the law applies to a problem depending on the legal scenario presented.

Program sequence will be available at the time of enrollment.

The language of instruction and program delivery modality are subject to availability.



Associate of Science in Paralegal Studies

65 credits

QYLE 110 or FYIS 101	Attitude Development and University Adaptation or Induction Seminar to University Life	3	Must be taken in the 1 st term of enrollment
General Education Courses			
Course	Title	Credits	Prerequisites
ENGL 151 OR ENGL 115	English Composition I OR English Reading and Writing I	4	
Pick 1 GE* OR SPAN 115	Pick one (1) of the Approved General Education Electives OR Reading, Writing and Oral Communication in Spanish I	4	
SOSC 111	Individual, Community, Government and Social Responsibility I	3	
MATH 111	Intermediate Algebra I	3	
PYSC 123	General Psychology (Compendium)	3	
TOTAL		17	
Major Courses			
Course	Title	Credits	Prerequisites
MANA 126	Business Communication	3	
CRIM 100	Criminal Law	3	
CRIM 101	Constitutional Protection and Civil Rights	3	
CRIM 102	Criminal Procedures	3	CRIM 100
CRIM 103	Evidence, Case Preparation and Testimony	3	CRIM 100, CRIM 101, CRIM 102
PARS 101	Introduction to Legal Practice and Ethics	3	CRIM 100, CRIM 101
PARS 102	Real State Property Fundamentals	3	CRIM 100, CRIM 101, CRIM 102
PARS 103	Civil Litigation Fundamentals	3	CRIM 103
PARS 104	Legal Research and Theory with Legal Writing	3	CRIM 103, PARS 105
PARS 105	Computer Technology in a Legal Office	3	
PARS 106	Foundations of Wills, Trusts, and Estate Administration	3	PARS 101, PARS 104
PARS 107	Insurance Case Management for Paralegals	3	PARS 101
PARS 108	Family Law	3	CRIM 100, CRIM 101
PARS 109	Debtor-Creditor/Bankruptcy	3	PARS 101
PARS 110	Paralegal Law Office and Management Skills	3	ALL MAJOR COURSES
TOTAL		45	
TOTAL CREDITS		65	

Approved General Education Electives*		
Course	Title	Credits
SPAN 111	Elementary Spanish	4
REIL 102	Research and Information Literacy	4
BIOL 153	General Biology I	4
BIOL 154	General Biology II	4
COMM 206	Communication Theory	4
COMM 211	Legal and Ethical Aspects of Communications	4
HIDE 101	History of Arts	4
HIDE 111	Representing Culture: Art & Artifact 1500-1850	4
HIST 274	History of the United States of America	4

Notes:

1. This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences.
3. Students must comply with state and local education certification requirements for the degree program, as applicable.
4. Graduation GPA: 2.00