

A.A.S. PARALEGAL STUDIES

PROGRAM INFORMATION: The paralegal studies program is designed to help prepare a person to perform duties requiring knowledge of both substantive and procedural law under the direct supervision of a licensed attorney, or to perform duties for corporations and other employers that benefit from the ability to gather and organize information and to understand legal issues. An Associate of Applied Science Degree is awarded upon successful completion of this two-year program.

The program curriculum is designed to provide students with the knowledge, skills, values and attitudes they need to become competent and ethical professional paralegals.

Tech Prep: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
LGLA 1301	Legal Research & Writing	3	LGLA 2307	Law Office Management	3
LGLA 1313	Intro. to Paralegal Studies	3	LGLA 2303	Torts & Personal Injury	3
LGLA 1311	Intro. to Law	3	LGLA 2313	Criminal Law	3
POFT 1329	Keyboarding & Doc. Processing	3	GOVT 2305	American National Govt.	3
ORIN 1100	Education & Career Planning	1	SPCH 1315	Public Speaking OR	
ENGL 1301	Composition & Rhetoric	3	SPCH 1321	Business & Professional Speaking	3
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		16			15

Summer

COSC 1401**	Microcomputer Applications	4
ACCT 2401	Principles of Financial Acct. OR	
ACNT 1301	Intro. to Accounting I	3(4)
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		7(8)

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
LGLA 1345	Civil Litigation	3	LGLA 2331	Adv. Legal Research & Writing	3
LGLA 1355	Family Law	3	LGLA 2309	Real Property	3
LGLA 1353	Wills, Trusts & Probate Admin	3	LGLA 2335	Advanced Civil Litigation	3
MATH 1324	Math for Business & Social Sciences OR		LGLA 2388*	Internship	3
MATH 1332	College Math I	3		Approved Humanities/Fine Arts Elective	3
GOVT 2306	State and Local Government	3			
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		15			15

*Capstone course. Must be taken in the last semester.

**ITSC 1409 will substitute for COSC 1401 for students receiving Tech Prep credit.

LGLA 1311 and 1313 are prerequisites for all other LGLA courses except LGLA 1301.