

**Associate of Applied Science Degree Program (A.A.S.)**

**Purpose:** The Associate of Applied Science Degree for Paralegal is designed to prepare the successful student for a career as a Paralegal. In this program, the student gains knowledge of legal and court procedures in rendering a variety of legal services, including research, case management, drafting of documents, client interviews, and law firm operations. The need for persons to assist the legal profession has expanded greatly with population increases and the growing demand for legal services. The qualified Paralegal may find employment with law firms, business and industry, including banks, title companies, insurance firms, governmental agencies, petrochemical companies, etc.

Attorneys generally set high standards of character and education for Paralegals. Paralegals must be responsible and mature individuals thoroughly conversant in legal terminology and procedures. The curriculum consists of Paralegal courses, plus a two semester co-op (internship). A co-op course provides the students with the opportunity to further increase their knowledge and skill levels needed for employment in the legal field.

**Courses for the Paralegal program do not need to be taken in the order shown on this page. Please use the semester schedules as a guideline and / or contact the department chair for assistance with choosing courses.**

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<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester (Fall)</b>		
LGLA 1301	Legal Research & Writing	3
LGLA 1311	Introduction to Law	3
LGLA 1353	Wills, Trust and Probate Administration	3
LGLA 2303	Torts and Personal Injury Law	<u>3</u>
		<b>12</b>
<b>Second Semester (Spring)</b>		
LGLA 1323	Employment Law	3
LGLA 1345	Civil Litigation	3
LGLA 1355	Family Law	3
LGLA 2313	Criminal Law & Procedure	<u>3</u>
		<b>12</b>
<b>Third Semester (Summer)</b>		
LGLA 2305	Interviewing and Investigating	3
LGLA 2311	Business Organizations	3
POFI 1301	Computer Applications I	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	<u>3</u>
		<b>12</b>
<b>SECOND YEAR</b>		
<b>First Semester (Fall)</b>		
+ Creative Arts <b>or</b>	Select from Creative Arts Core Curriculum <b>or</b>	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
LGLA 1351	Contracts Law	3
LGLA 1380	Cooperative Ed I - Paralegal	3
LGLA 2323	Intellectual Property	<u>3</u>
		<b>12</b>
<b>Second Semester (Spring)</b>		
+ ENGL 1301	Composition I	3
* LGLA 2381	Cooperative Ed II - Paralegal	3
+ Life & Physical Sciences <b>or</b>	Select from Life & Physical Sciences Core Curriculum <b>or</b>	3
+ Mathematics	Select from Mathematics Core Curriculum	
+ SPCH 1315 <b>or</b>	Public Speaking <b>or</b>	<u>3</u>
+ SPCH 1318	Interpersonal Communication	
		<b>12</b>
Total Credits Required for A.A.S. Paralegal Degree .....		<b>60</b>

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

\* Capstone course. If a student registers for a co-op course (internship), the student must have a co-op site arranged prior to the first day of the semester class.

**NOTE: Additional Paralegal courses may be available in the Summer Semester.**