

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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.

Associate of Applied Science Degree Program

| <i>Course Number</i> | <i>Course Title</i> | <i>Credits</i> |
|----------------------------------|--|----------------|
| First Semester | | |
| + ENGL 1301 | Composition I | 3 |
| LGLA 1301 | Legal Research & Writing | 3 |
| LGLA 1311 | Introduction to Law | 3 |
| LGLA 2303 | Torts and Personal Injury Law | 3 |
| LGLA 1353 | Wills, Trust and Probate Administration | 3 |
| Second Semester | | |
| LGLA 1355 | Family Law | 3 |
| LGLA 1345 | Civil Litigation | 3 |
| LGLA 2305 | Interviewing and Investigating | 3 |
| LGLA 2313 | Criminal Law & Procedure | 3 |
| POFI 1301 | Computer Applications I | 3 |
| Third Semester | | |
| + Creative Arts or | Select from Creative Arts Core Curriculum or | 3 |
| + Language, Philosophy & Culture | Select from Language, Philosophy & Culture Core Curriculum | |
| + Social & Behavioral Sciences | Select from Social & Behavioral Sciences Core Curriculum | 3 |
| LGLA 1359 | Immigration Law | 3 |
| LGLA 1380 | Cooperative Ed I - Paralegal | 3 |
| LGLA 2311 | Business Organizations | 3 |
| Fourth Semester | | |
| LGLA 1351 | Contracts Law | 3 |
| LGLA 2323 | Intellectual Property | 3 |
| * LGLA 2381 | Cooperative Ed II - Paralegal | 3 |
| + Mathematics or | Select from Mathematics Core Curriculum or | 3 |
| + Life & Physical Sciences | Select from Life & Physical Sciences Core Curriculum | |
| + SPCH 1315 or | Public Speaking or | 3 |
| + SPCH 1318 | Interpersonal Communication | |

Total Credits Required for A.A.S. Paralegal Degree 60

+ 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.