

# Paralegal Studies

## **Degree Type**

Associate of Applied Science

## **Program Description**

The Associate of Applied Science degree in Paralegal Studies is a completely online degree program that prepares students with the necessary philosophical foundation and methodology of legal practice so they can better understand the principles of law and policy that affect government, business, and nonprofit organizations. The foundational skills learned in this program will provide a background for understanding and navigating the court system, business regulations, civil matters, and the justice system. Graduates in this degree will be prepared to pursue careers as legal assistants and paralegals to perform tasks in legal, corporate, non-profit, and/or government organizations.

## **Career Opportunities**

1. Paralegals and Legal Assistants
2. Title Examiners and Abstractors
3. Legal Support Workers, including Legal Secretaries or Assistants

## **Program Objectives**

### **Upon completion of the program, the student will be able to:**

1. Understand the legal process and the nature of law practice, emphasizing the role of the paralegal (functions and tasks) in the delivery of legal services.
2. Understand the evolving role of the paralegal and other non-lawyers in the delivery of legal services.
3. Learn and apply the legal and ethical principles that guide paralegal conduct.
4. Identify the legal connections between court cases, statutes, and other regulations.
5. Conduct legal research and present findings on various legal issues.

## **Obtaining the Degree**

### **To earn the Associate of Applied Science degree, students must:**

1. Matriculate into the program.
2. Satisfactorily complete all degree requirements, including General Education and Major Requirements.

# General Education Requirements

Course Code	Title	Credits
FYE 101	First Year Experience	1
ENG 110	English Composition I**	3
BIO 102	Life Science	3
COM 110	Interpersonal Communication	3
	MAT 110 or MAT 116	3
SOC 100	Introduction to Sociology**	3
PSY 100	General Psychology**	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
GOV 100	Introduction to American National Government**	3
CIT 100	Microcomputer Applications	3

# Major Requirements

Course Code	Title	Credits
PLG 100	Introduction to Paralegal Studies	3
PLG 110	Ethics for Paralegals	3
PLG 200	Family Law for Paralegals	3
PLG 220	Legal Research & Writing for Paralegals	3
PLG 230	Civil Litigation	3
PLG 240	Torts & Contract Law	3
PLG 295	Paralegal Internship	3
CRJ 175	Constitutional Law	3
CRJ 215	Criminal Law and Procedure	3
SOC 205	Race, Class, and Gender in Society	3
	Total Credits	61

## Course Sequencing

### Fall 1

Course Code	Title	Credits
FYE 101	First Year Experience	1
ENG 110	English Composition I**	3
CIT 100	Microcomputer Applications	3
	MAT 110 or MAT 116	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
PLG 100	Introduction to Paralegal Studies	3

## Spring 1

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
COM 110	Interpersonal Communication	3
PSY 100	General Psychology**	3
GOV 100	Introduction to American National Government**	3
PLG 110	Ethics for Paralegals	3
PLG 200	Family Law for Paralegals	3

## Fall 2

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
CRJ 175	Constitutional Law	3
CRJ 215	Criminal Law and Procedure	3
PLG 220	Legal Research & Writing for Paralegals	3
PLG 230	Civil Litigation	3
SOC 100	Introduction to Sociology**	3

## Spring 2

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
PLG 240	Torts & Contract Law	3
PLG 295	Paralegal Internship	3
BIO 102	Life Science	3
SOC 205	Race, Class, and Gender in Society	3
HIS 110	U.S. History II: Reconstruction to Present**	3