

Associate of Science in Paralegal Studies

65 credits

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 Objectives

To prepare the student for employments as paralegals under the supervision of a licensed attorney. The student will be prepared to perform functions such as research, drafting, investigatory, record-keeping and related administrative task among other functions permitted by law for the profession of a Paralegal. The student will be able to:

1. Demonstrate knowledge of the ethical and professional standards of the paralegal.
2. Demonstrate ability to utilize the law library and apply knowledge to legal writing.
3. Demonstrate knowledge of tort law, constitutional law, and criminal law concepts and their application to factual situations.
4. Demonstrate knowledge of all phases of trial practice and procedure.
5. Demonstrate knowledge of estate planning and probate administration concepts and their application to probate procedures.
6. Demonstrate knowledge of the fundamental principles of the law of business organizations.
7. Demonstrate knowledge of fundamental principles of contract law including the uniform commercial code.
8. Demonstrate knowledge of, and ability to perform, litigation techniques and procedures.
9. Demonstrate knowledge of management techniques and procedures.
10. Demonstrate knowledge of family law and procedure.
11. Demonstrate knowledge of employability skills.
12. Demonstrate an understanding of entrepreneurship.

Program sequence will be available at the time of enrollment.

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

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.

Program Curriculum

QYLE 110 or FYIS 101	Attitude Development and University Adaptation or Induction Seminar to University Life	3
General Education Courses		
Course	Title	Credits
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
MANA 126	Business Communication	3
CRIM 100	Criminal Law	3
CRIM 101	Constitutional Protection and Civil Rights	3
CRIM 102	Criminal Procedures	3
CRIM 103	Evidence, Case Preparation and Testimony	3
PARS 101	Introduction to Legal Practice and Ethics	3
PARS 102	Real State Property Fundamentals	3
PARS 103	Civil Litigation Fundamentals	3
PARS 104	Legal Research and Theory with Legal Writing	3
PARS 105	Computer Technology in a Legal Office	3
PARS 106	Foundations of Wills, Trusts, and Estate Administration	3
PARS 107	Insurance Case Management for Paralegals	3
PARS 108	Family Law	3
PARS 109	Debtor-Creditor/Bankruptcy	3
PARS 110	Paralegal Law Office and Management Skills	3
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