

# PARALEGAL STUDIES, ASSOCIATE OF ARTS

This program is designed to educate and train paralegals to work independently under the supervision of attorneys in all areas of law. Graduates are prepared for careers in law firms, insurance companies, government agencies, title companies, banks and corporations. Paralegals organize and manage the flow of work in law offices and handle routine legal documents in other office settings. They also do background research and investigation for attorneys, research legal issues, and interview and prepare witnesses and clients for depositions and court appearances. They prepare drafts of motions, briefs or arguments and maintain files, documents, and correspondence about cases. They also organize, file, maintain case histories and may regularly interface with the police, attorneys, government officials, and a variety of court personnel.

## Program Outcomes:

- Student functions in an office /court environment.
- Student demonstrates the requisite written skills to communicate in the legal community.
- The student can draft various legal pleadings and correspondence documents.
- The student can use appropriate technology or other resources in performing legal research.
- The student is able to review laws and legal opinions.

Code	Title	Hours
<b>General Education Requirements</b>		
BUSN 1150	Survey of Microcomputer App	3
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
MATH 1200	Survey of Mathematical Concept (or higher)	3
Humanities Elective		3
Social Science Electives		6
Natural Science Electives		6
Fine Arts Elective		3
<b>Major Courses</b> <sup>1</sup>		
PARL 1000	Intro to Law and the Para Prof	3
PARL 1050	Litigation	3
PARL 1100	Legal Research	3
PARL 2000	Case Analysis and Writing	3
PARL 2500	Paralegal Practicum	3
<b>Paralegal Electives</b> <sup>2</sup>		
Select four Paralegal electives		12
<b>Approved Elective</b>		
Select one approved elective		3
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Must earn a grade of "C" or better in each. At least twelve (12) credit hours must be earned in residence.

<sup>2</sup> Must earn a grade of "C" or better in each.

## Paralegal Electives

Code	Title	Hours
PARL 1200	Business Associations	3
PARL 2050	Evidence	3
PARL 2100	The Law of Torts and Prod Liab	3
PARL 2150	Insurance Law	3
PARL 2200	Contracts	3
PARL 2250	Criminal Procedure	3
PARL 2300	Domestic Law and Litigation	3
PARL 2350	Special Topics: Discovery	3
PARL 2600	Notary Public Law & Prep	3
BUSN 2190	Legal Environment of Business	3
BUSN 2200	Business Law	3
OFCR 1400	College Keyboarding	3
OFCR 1450	Speed-Building Strategies	3
OFCR 2100	Advanced Typing	3
OADM 1500	Administrtrv Office Procedures	3
SPTP Special topics in law		
Any PARL course approved by advisor		

## Approved Electives

Code	Title	Hours
BUSN 1600	Word Processing	3
BUSN 2190	Legal Environment of Business	3
BUSN 2200	Business Law	3
ENVN 1030	Environmental Law	3
OFCR 1400	College Keyboarding	3
OFCR 1450	Speed-Building Strategies	3
OFCR 2100	Advanced Typing	3
OADM 1500	Administrtrv Office Procedures	3
OADM 1510	Legal Typing	3
POLI 1100	American Government	3
POLI 2610	Constitutional Law	3
SOCI 2090	Criminology	3
SOCI 2400	Juvenile Delinquency	3
SPTP Special topics in law		
Any PARL course approved by advisor		