

PARALEGAL STUDIES AAS (G): 341

Total Credits: 60
Catalog Editions 17-18 through 18-19

Name:

Date:

ID #:

GENERAL EDUCATION: FOUNDATION COURSES	Course	Hours	Grade
English Foundation (EN 102/ENGL 102 or EN 109/ENGL 103)		3	
Math Foundation (MATH 110, 115, 117, 120, 130, 150, 165, 170, or 181) CONSULT COUNSELING FACULTY/FACULTY ADVISOR ABOUT CHOICE			
GENERAL EDUCATION: DISTRIBUTION COURSES	Course	Hours	Grade
Arts or Humanities Distribution (ARTD or HUMD)			
Behavioral & Social Sciences Distribution (BSSD)	PS 101/ POLI 101	3	
Natural Sciences Distribution with Lab (NSLD)		4	
General Education Elective (GEEL)		3	
PROGRAM REQUIREMENTS	Course	Hours	Grade
ENGL 101 or ENGL 101A (if needed for ENGL102/103 or LGST Elective)*			
BA 101/BSAD 101 or LA/LGST ELECTIVE			
	CA 120/ CMA P 120	3	
	LA 101/ LGST 101	3	
	LA 102/ LGST 102	3	
	LA 103/ LGST 103	3	
	LA 104/ LGST 104	3	
	LA 106/ LGST 106	3	
	LA 122/ LGST 122	3	
200 Level LA/LGST ELECTIVE			
200 Level LA/LGST ELECTIVE			
200 Level LA/LGST ELECTIVE			
200 Level LA/LGST ELECTIVE			
200 Level LA/LGST ELECTIVE (if needed to reach 60 credit total)			

*ENGL 101 if needed for ENGL 102/103 or any LGST elective.

Overall GPA of 2.0 is required to graduate

Total Credits:

This curriculum provides the student with a general knowledge of the American legal system and concentrated knowledge on the various aspects of law. The student will be given basic skills in legal research, legal writing, interviewing, and law office administration and knowledge of legal ethics. The student will learn to prepare and interpret legal documents and analyze procedures and processes. Students will have the option to focus on various areas of the law including business law, civil law, criminal law, and domestic relations and family law. This curriculum will expose students to the new and growing fields within the legal system to include Cyber Law, Health Law, Intellectual Property, and Alternative Dispute Resolution. Students will have the opportunity to participate in an internship gaining real world experience.

This curriculum is designed for those interested in careers as a paraprofessional. Such careers include: working in a law office, court personnel, corrections employee, loan processor, etc. This curriculum is also designed for legal assistants presently employed in private law offices and corporate and government legal divisions who wish to improve their skills for career advancement. A paralegal is a trained specialist who can manage a law office operation under the supervision of an attorney, relieving a practicing attorney of those routine components of managing legal cases that require knowledge of the legal process and assisting the attorney with handling of complicated legal issues. The paralegal also assists the attorney in legal research and in preparing and interpreting legal documents. The paralegal will analyze procedural problems through the selection, compilation, and use of technical information from various legal references. Paralegals may not provide legal services directly to the public except as permitted by law. Completion of all requirements for this curriculum will lead to the award of the A.A.S. in paralegal studies.

[Paralegal Studies Web Page](#)

PARALEGALS MAY NOT PROVIDE LEGAL SERVICES DIRECTLY TO THE PUBLIC EXCEPT AS PERMITTED BY LAW

Last Modified: July 2018

Advising Worksheet Contact: [Anthony Solano](#)

See an [advisor](#) to submit an [Application for Graduation](#) the semester **BEFORE** you intend to graduate.

This UNOFFICIAL document is for planning purposes ONLY and completion does not guarantee graduation.

This degree is a career program and may not readily transfer to four year colleges/universities (except in special cases.) Visit [transfer planning](#) for more information.