

# Paralegal Studies

## Degree

**Degree:** Associate in Applied Science

**Total Required Credits for Degree:** minimum of 67

*Program Requirements:* 33

*Program Electives:* 15

*General Education Credits:* 19

**Code:** 3270

### About the Program

The Paralegal program prepares its graduates to perform substantive legal work under the supervision of an attorney. Although paralegals cannot provide legal services directly to the public, except as permitted by law, paralegals assist attorneys in a variety of legal environments by performing tasks such as drafting legal documents, performing legal research, maintaining corporate records and minutes books, interviewing witnesses and clients, and assisting in trial preparation.

### Key First Semester Courses

English 1101*	English Composition I.....	3
Plgl 1100*	Introduction to Paralegal Studies.....	3
Buslw 2211*	Business Law I.....	3
Math 1218	General Education Mathematics.....	3
CIS 1150	Introduction to Computer Information Systems.....	3

\*Students must complete these courses before applying for program admittance.

### Program Requirements

Plgl 1100	Introduction to Paralegal Studies.....	3
Plgl 1150	Drafting Legal Documents.....	3
Plgl 1200	Civil Litigation.....	3
Plgl 1250	Legal Ethics and Law Office Organizations.....	3
Plgl 1500	Introduction to Legal Research and Writing.....	3
Plgl 2100	Advanced Legal Research and Writing.....	3
Plgl 2550	Paralegal Practicum.....	3
Buslw 2211	Business Law I.....	3
CIS 1150	Introduction to Computer Information Systems.....	3
OFTI 1200	MS Office for Professional Staff.....	3
OFTI 2600	Professional Development.....	3

### Program Electives

Select 15 credits from the courses below:

Plgl 2200	Criminal Law and Procedure.....	3
Plgl 2250	Corporations and Other Business Organizations.....	3
Plgl 2300	Estate Planning and Probate Law.....	3
Plgl 2350	Family Law.....	3
Plgl 2400	Intellectual Property Law.....	3
Plgl 2450	Real Property Law.....	3
Plgl 2500	Tort and Insurance Law.....	3
Crimj 1151	Constitutional Law.....	3
Crimj 1153	Rules of Evidence.....	3

### General Education Requirements

Each candidate for an Associate in Applied Science (A.A.S.) degree shall satisfactorily complete a minimum of 18 credits in General Education.

Under the specified General Education headings below, the following courses are required for the Paralegal Studies degree:

**Communications:** 6 credits required

*Required courses:* English 1101; Speech 1100

**Physical/Life Sciences:** 3 to 5 credits required

Select at least one course with a lab component.

Choose from Biology 1110, Chemistry 1105, Earth Science 1101 or any four credit IAI science lab course

**Mathematics:** 3 to 6 credits required

*Required course:* Mathematics 1218 or Mathematics 1100 plus Psychology 1100 or Sociology 1100 or Earth Science 1101 or any 4 credit IAI lab science

**Humanities and Fine Arts:** 3 credits required

*Required course:* Philosophy 1110 or 1114

**Social and Behavioral Sciences:** 3 credits required

*Required course:* Political Science 1101

### Additional A.A.S. Degree Requirements

The Global/Multicultural Studies or Contemporary Life Skills category requirement is met by the course shown below:

*Required course:* CIS 1150 (already listed under Program Requirements)

### Adviser

If you are considering this program as an area of study, consult with a faculty adviser in this field:

Sally N. Fairbank  
E-mail: fairbank@cod.edu

**Phone**  
(630) 942-2955

Program web site: [www.cod.edu/paralegal](http://www.cod.edu/paralegal)