

PARALEGAL STUDIES
AAS DEGREE

The **Paralegal Studies degree** 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. There is a separate admission process requiring students to be accepted into the program after completing initial prerequisites. To apply for admission, students complete a program application and submit it to the Program Coordinator. This degree program consists of a minimum of 67 credits in program requirements, program electives and general education.

Field of Study Code: PLGL.AAS
Program Requirements.....48 to 51

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	2425	Law Office Technology.....	3
Plgl	2500	Personal Injury, Tort and Insurance Law.....	3
Plgl	2600	Paralegal Practicum.....	3
Engli	1101	English Composition I.....	3
Math	1218	General Education Mathematics.....	3
	OR		
Math	1100	Business Mathematics.....	3
	AND		
Psych	1100	General Psychology.....	3
	OR		
Socio	1100	Introduction to Sociology.....	3
Ofti	1200	MS Office for Professional Staff.....	3
Ofti	2600	Professional Development.....	3
Philo	1110	Ethics.....	3
	OR		
Philo	1114	Business Ethics.....	3
Pols	1101	American Politics.....	3
Spec	1100	Fundamentals of Speech Communication.....	3

Program Electives..... 12

Select 12 credits from any 1000- and 2000-level Paralegal Studies courses or the Criminal Justice courses listed below. (In addition to the courses listed above.)

Crimj	1151	Constitutional Law.....	3
Crimj	1153	Courts, Evidence, and Mock Trial.....	3

General Education.....

All General Education requirements are listed within the program requirements. The Physical and Life Sciences requirement needs to be a 4-credit, IAI-approved lab science course.

Total Credits Required..... 64 to 67
CERTIFICATE

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. There is a separate admission process requiring students to be accepted into the program after completing initial prerequisites. To apply for admission, students complete a program application and submit it to the Program Coordinator. The **Paralegal Studies certificate** requires 36 credits in the courses listed below.

Field of Study Code: PLGL.CER
Total Credits Required..... 36
Program Requirements..... 30

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	2425	Law Office Technology.....	3
Plgl	2500	Personal Injury, Tort and Insurance Law.....	3
Plgl	2600	Paralegal Practicum.....	3
Ofti	1200	MS Office for Professional Staff.....	3

Program Electives..... 6

Select six credits from any 1000- and 2000-level Paralegal Studies courses. Only three credit hours from practicum courses can be used to complete the program. (In addition to the courses listed above.)