

Paralegal Studies

Associate of Applied Science in Paralegal Studies - Tech Prep-PA2

Paralegals (also called “Legal Assistants”) work under the supervision of an attorney and assist in the delivery of legal services. They do substantive legal work the supervising attorney would otherwise do; however, paralegals are not attorneys. Paralegals generally may not provide legal services directly to the public, except as permitted by law. Paralegals are important members of the legal service team. They perform such functions as interviewing clients and witnesses, drafting legal documents, conducting legal research, and attending depositions and court hearings.

Paralegals are found in a number of work settings, including law offices, government agencies, and corporate offices.

This program is approved by the American Bar Association. It consists of both legal and general education courses. It is intended for the training of paralegals and is not a pre-law course of study.

FIRST SEMESTER		SCH
— ENGL	1301 English Composition I	3
—♦POFI	1401 Computer Applications I	4
— LGLA	1307 Introduction to Law & the Legal Professions	3
— LGLA	1301 Legal Research & Writing	3
— LGLA	1355 Family Law	3
		16
SECOND SEMESTER		
— SPCH	1315 Principles of Public Speaking	3
— ----	---- Humanities/Fine Arts	3
— ENGL	1302 English Composition II	3
— LGLA	1353 Wills, Trusts & Probate Administration	3
— LGLA	1351 Contracts	3
— LGLA	1345 Civil Litigation	3
		18
THIRD SEMESTER		
— GOVT	2301 American Government I	3
— LGLA	2303 Torts & Personal Injury Law	3
— LGLA	---- Elective+	3
— LGLA	2309 Real Property	3
— POFT	1309 Administrative Office Procedures I	3
— POFT	2301 Immediate Keyboarding	3
		18
FOURTH SEMESTER		
— ----	---- Natural Science	4
— ACNT	1303 Introduction to Accounting I	
	or	
— BUSI	1307 Personal Finance	3
— LGLA	---- Elective+	3
— LGLA	---- Elective+	3
—●LGLA	2333 Advanced Legal Document Preparation	
	or	
—●LGLA	2389 Internship - Legal Assistant/Paralegal	3
— POFT	1132 Workplace Diversity	1
		17
Total Semester Credit Hours for Degree		69

+Legal elective to be chosen from LGLA 1317, 1343, 2301, 2307, 2311, 2313, 2323, 2331, 2337, or 2388.

Certificate of Completion in Paralegal Studies-PA1

FIRST SEMESTER		SCH
— LGLA	1301 Legal Research & Writing*	3
— LGLA	1307 Introduction to Law & the Legal Professions	3
— LGLA	1355 Family Law*	3
— LGLA	---- LGLA Elective	3
		12
SECOND SEMESTER		
— LGLA	1345 Civil Litigation*	3
— LGLA	1351 Contracts	3
— LGLA	1353 Wills, Trusts & Probate Administration*	3
— LGLA	---- LGLA Elective	3
		12
THIRD SEMESTER		
— LGLA	2303 Torts & Personal Injury Law	3
— LGLA	2309 Real Property*	3
—●LGLA	2333 Advanced Legal Document Preparation©*	3
		9
Total Semester Credit Hours for Certificate		33

©Capstone course must be taken in the last semester of course work.

* Legal speciality course.

Note: ABA requires 18 semester hours of legal speciality course work.