

• Paralegal •
Associate in Applied Science Degree

LENGTH: Four Semester (Two-Year) Program

PURPOSE: “Paralegal” and “Legal Assistant” are general terms used to describe individuals who perform a variety of tasks under the supervision of an attorney. While some paralegals are generalists and work in many areas of law, many paralegals specialize in one area such as civil litigation or estate planning. The tasks and responsibilities of a paralegal vary depending upon the areas of law and the level of experience of the individual. Paralegals work in various environments, including private law firms, corporations, banks, legal aid offices, the courts, and governmental agencies.

AREA I WRITTEN COMPOSITION

ENG 101.....	English Composition I.....	3
ENG 102.....	English Composition II.....	3

AREA II HUMANITIES AND FINE ARTS

ART 100 or MUS 101	Art Appreciation or Music Appreciation	3
SPH 107	Fundamentals of Public Speaking	3

AREA III NATURAL SCIENCES AND MATHEMATICS

BIO 103	Principles of Biology.....	4
CIS 146.....	Microcomputer Applications	3
MTH 116 or BUS 150	Mathematical Applications or Business Math	3

AREA IV HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES

Social Science Electives	6
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AREA V PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES

BUS 215	Business Communications	3
BUS 241	Principles of Accounting I.....	3
OAD 125	Word Processing	3
PRL 101.....	Introduction to Paralegal Studies.....	3
PRL 102.....	Basic Legal Research & Writing.....	3
PRL 103.....	Advanced Legal Research & Writing	3
PRL 150.....	Commercial Law.....	3
PRL 160.....	Criminal Law & Procedures.....	3
PRL 210	Introduction to Real Property Law	3
PRL 230.....	Domestic Law.....	3
PRL 240.....	Wills, Estates & Trusts	3
PRL 262.....	Civil Law & Procedures.....	3
PRL 291/OAD 217	Internship in Paralegalism/Office Management	3
WKO107	Work Place Skills Preparation.....	1
Total Hours	68

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.