

# Paralegal Studies (A.S.)

**Division of Social Sciences — Curriculum Code: 2015**

*Will Earn Upon Program Completion: Associate in Science (A.S.) Degree*

The Paralegal Studies degree program is designed to prepare students to work in entry-level positions in a variety of legal settings such as law firms, corporations, government and other entities. A Paralegal typically performs a wide variety of tasks including, but not limited to, interviewing clients, investigating cases, preparing legal documents, performing legal research, writing legal memoranda, and assisting in trials and appeals. In addition to introducing students to the fundamental legal principles, this program develops students' practical skills to prepare them to work effectively in any legal environment.

# Program Requirements

## GENERAL EDUCATION REQUIREMENTS

Written & Oral Communication (6 credits)

ENG 101 (3 credits)

ENG 102 (3 credits)

Quantitative Knowledge & Skills and Scientific Knowledge & Reasoning (12 credits)

Choose one mathematics course and a lab science sequence or two mathematics courses and one lab science course from the following: Mathematics: MTH 100, MTH 101, MTH 103, MTH 113, MTH 119, MTH 120, MTH 121, MTH 122, MTH 127, MTH 221 or MTH 222 (one or two 4-credit courses)

Lab Science: BIO 101 – BIO 102, BIO 103 – BIO 104, BIO 121 – BIO 122, CHM 101 – CHM 102, CHM 103 – CHM 104, PHY 101 – PHY 102, PHY 103 – PHY 104 or PHY 113 – PHY 114 (one or two 4-credit courses)

Society & Human Behavior (6 credits)

POL 104 (3 credits)

AND

Choose one of the following courses: ANT 101, ANT 105, ECO 101, ECO 102, POL 101, PSY 101, PSY 102, PSY 219, SOC 101, SOC 108 or SOC 219 (one 3-credit course)

Humanistic Perspective (6 credits)

Choose one of the following literature courses: ENG 205, ENG 208, ENG 215, ENG 221, ENG 222, ENG 232, ENG 237, ENG 238, ENG 242, ENG 250, ENG 263 or ENG 264 (one 3-credit course)

AND

Choose one of the following art or music courses: ART 100, ART 101, ART 102, MUS 100, MUS 108, MUS 109 or MUS 117 (one 3-credit course)

Historical Perspective (3 credits)

Choose one of the following history courses: HST 101, HST 102, HST 111\*, HST 112\*, HST 121, HST 122, HST 131, HST 132, HST 134, HST 135, HST 136, HST 137, HST 161 or HST 162 (one 3-credit course)

Note: HST 111 and HST 112 are recommended.

## MAJOR COURSE REQUIREMENTS

[PLS 101](#) Introduction to Law for Paralegals (3 credits)

[PLS 102](#) Legal Research and Writing (3 credits)

[PLS 105](#) Torts (3 credits)

[PLS 107](#) Contracts (3 credits)

[PLS 202](#) Advanced Legal Research and Writing (3 credits)

[PLS 204](#) Business Organization and Government Regulation (3 credits)

[PLS 205](#) Administrative Law (3 credits)

[PLS 206](#) Litigation Procedures (3 credits)

### **ADDITIONAL COURSE REQUIREMENTS**

[ENG 105](#) (3 credits)

Choose two of the following Legal course electives: [PLS 203](#) Wills and Estate Administration, [PLS 210](#) Property Transactions, [PLS 220](#) Family Law, and/or [PLS 225](#) Law Office Management and Field Experience (two 3-credit courses)

### **RECOMMENDED SEQUENCE OF COURSES**

Total Credits Required for Degree: 66

First Semester

[ENG 101](#) College Composition I (3 credits)

[PLS 101](#) Introduction to Law for Paralegals (3 credits)

[PLS 105](#) Torts (3 credits)

[POL 104](#) American Government (3 credits)

Humanistic Perspective art or music requirement (3 credits)

Second Semester

[ENG 102](#) College Composition II (3 credits)

[PLS 102](#) Legal Research and Writing (3 credits)

[PLS 107](#) Contracts (3 credits)

Quantitative Knowledge & Skills or Scientific Knowledge & Reasoning mathematics or lab science requirement (4 credits)

Society & Human Behavior requirement (3 credits)

Summer Session

Humanistic Perspective literature requirement (3 credits)

Historical Perspective requirement (3 credits)

Third Semester

[ENG 105](#) Technical Writing (3 credits)

[PLS 202](#) Advanced Legal Research and Writing (3 credits)

[PLS 206](#) Litigation Processes (3 credits)

Quantitative Knowledge & Skills or Scientific Knowledge & Reasoning mathematics or lab science requirement (4 credits)

Legal elective (3 credits)

Fourth Semester

[PLS 204](#) Business Organization and Government Regulation (3 credits)

[PLS 205](#) Administrative Law (3 credits)

Quantitative Knowledge & Skills or Scientific Knowledge & Reasoning mathematics or lab science requirement (4 credits)

Legal elective (3 credits)

*Note: The Paralegal Studies program prepares students to work under the supervision of an attorney. A paralegal shall not engage in the unauthorized practice of law. Only attorneys can provide legal services directly to the public.*

NOTES:

(1) The two General Education Integrated Course Goals, Ethical Reasoning & Action and Information Literacy, are both addressed by the required curriculum described above, regardless of specific choices made by the individual student.

(2) This plan assumes the completion of all required developmental courses in Reading, English, and Mathematics as well as other [pre-requisites](#) and [co-requisites](#) for some of the courses, as listed in the Course Descriptions section.