

**Associate of Applied Science: Paralegal** This two year degree is designed to train students for employment as paralegals or legal assistants. The AAS degree will provide coursework to prepare students to transfer to a four-year institution. Graduates will be able to perform basic legal research, draft various legal documents, conduct client and witness interviews, participate in basic fact-finding, and assist in trial preparation under the supervision of a lawyer.

Students must demonstrate college-level proficiency in reading and writing as prerequisites for courses within this program. Skills in these areas may affect the sequence of courses in which students can enroll and may also extend the time required to complete this program. For more details see the Academic Placement and Testing section.

Note: It is recommended that students take POS-111, American Government, prior to enrolling in CRJ-210, and PAR-213 before all other PAR courses with the exception of PAR-115.

Graduates of the program will receive an Associate of Applied Science Degree in Paralegal. Consult with an advisor for details to develop a personalized schedule.

The Paralegal degree is offered at all campuses via Online Learning. See the Courses section for more information about Paralegal courses.

### General Education Requirements (12 credits)

|  |   |
|--|---|
| ENG 121 English Composition I          | 3 |
| ENG 122 English Composition II         | 3 |
| POS 111 American Government            | 3 |
| HIS 201 United States (U.S.) History I | 3 |

### AND choose 2 courses from the following list to meet American Bar Association (ABA) guideline (6-8 credits)

|   |   |
|---|---|
| BIO 105 Science of Biology              | 4 |
| GEY 111 Physical Geology                | 4 |
| HIS 202 United States (U.S.) History II | 3 |
| HUM121 Early Civilizations              | 3 |
| PHI 111 Introduction to Philosophy      | 3 |
| PSY 101 General Psychology I            | 3 |
| SPA 101 Conversational Spanish I        | 3 |

### Paralegal Program Requirements (36 credits)

|                                    |   |
|------------------------------------|---|
| PAR 115 Introduction to Law        | 3 |
| PAR 116 Torts                      | 3 |
| PAR 117 Family Law                 | 3 |
| PAR 118 Contracts                  | 3 |
| PAR 125 Property Law               | 3 |
| PAR 127 Legal Ethics               | 3 |
| PAR 201 Civil Litigation           | 3 |
| PAR 206 Business Organizations     | 3 |
| PAR 213 Legal Research & Writing I | 3 |
| PAR 289 Capstone                   | 3 |
| * CRJ 111 Substantive Criminal Law | 3 |
| * CRJ 210 Constitutional Law       | 3 |

### Advised Paralegal Electives Choose 3 courses (9 credits)

|                                     |     |
|-------------------------------------|-----|
| ACC 101 Fundamentals of Accounting  | 3   |
| <i>OR</i>                           |     |
| ACC 121 Accounting Principles I     | (4) |
| CRJ 208 Criminal Evidence           | 3   |
| CRJ 216 Juvenile Law and Procedures | 3   |
| PAR 214 Legal Research & Writing II | 3   |
| PAR 287 Cooperative Education       | 3   |
| Advised Elective (CRJ, PAR)         | 3   |

**Minimum Credit Hours Required**

**63-64**

**Minimum Contact Hours Required**

**1035-1050**

**Certificate: Paralegal.** The Paralegal certificate is designed for students who already hold an AA or an AS degree or higher. The Paralegal certificate is comprised of 36 credits of specialized paralegal coursework which prepares students for employment as paralegals or legal assistants. Students who earn the Paralegal certificate draft legal documents, conduct client and witness interviews, participate in basic fact-finding, and assist in trial preparation under the supervision of a lawyer.

Students must demonstrate acceptable proficiency levels in reading and writing as prerequisites for courses within this program. Skills in these areas may affect the sequence of courses in which students can enroll and may also extend the time required to complete this program. For more details see the Academic Placement and Testing section. The Paralegal certificate is offered at all campuses through Online Learning. See the Courses section for more information about paralegal courses.

Note: It is recommended that students take POS-111, American Government, prior to enrolling in CRJ-210, and PAR-213 before all other PAR courses with the exception of PAR-115.

Consult with an advisor for information about the Paralegal certificate and for a recommended sequence of courses.

|                                    |   |
|------------------------------------|---|
| PAR 115 Introduction to Law        | 3 |
| PAR 116 Torts                      | 3 |
| PAR 117 Family Law                 | 3 |
| PAR 118 Contracts                  | 3 |
| PAR 125 Property Law               | 3 |
| PAR 127 Legal Ethics               | 3 |
| PAR 201 Civil Litigation           | 3 |
| PAR 206 Business Organizations     | 3 |
| PAR 213 Legal Research & Writing I | 3 |
| PAR 289 Capstone                   | 3 |
| * CRJ 111 Substantive Criminal Law | 3 |
| * CRJ 210 Constitutional Law       | 3 |

**Minimum Credit Hours Required**

**36**

**Minimum Contact Hours Required**

**540**