

PARALEGAL

A student who successfully completes an average of 15 credits per quarter will be able to earn the degree in 7 quarters (21 months).

The objectives of this program are to provide comprehensive paralegal training that prepares graduates to assume entry-level positions in the field under the supervision of attorneys, assisting in the delivery of legal services; and to enhance those skills through general education training that builds communication, analytical, inferential, computational and independent learning skills and knowledge of social sciences, humanities and fine arts.

The goal of this program is to prepare graduates who are able to:

1. Interpret and apply legal terminology, principles, and procedures
2. Perform legal research and analysis
3. Interpret and apply legal codes of ethics and rules of professional conduct to various law office scenarios
4. Prepare legal documents and forms for various legal areas
5. Demonstrate proficiency in computer technology for use in the law office setting
6. Demonstrate appropriate written and verbal communication skills
7. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion
8. Exhibit social responsibility and examine the diverse cultures and value systems of our global community

CORE REQUIREMENTS

Class #	Class Name	Credits
BS110	Business Communications	4
CS111	Computer Information Systems	3
CS131	MS Office Professional I	3
KY100	Keyboarding I	3
LA100	Legal Terminology	4
LA121	Introduction to Paralegal Studies	3
LA155	Legal Research I	4
LA170	Real Estate	3
LA180	Torts	3
LA185	Criminal Law and Procedure	3
LA205	Litigation I	4
LA215	Law Office Procedures and Technology	4
LA235	Contracts	3
LA240	Legal Writing I	4
LA255	Ethics for the Law Office	4
LA265	Family Law	3
LA299	A.A.S. Paralegal Internship	6
LA321	Probate Practice	3
LA323	Bankruptcy	3
PD250	Career Development	1
<b>Total Core Minimum Credit Requirement</b>		<b>68</b>

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics and social science.

Class #	Class Name	Credits
<b>COMMUNICATIONS</b>		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM220	Art of Persuasion	4
CM230	Mass Communication	4
CM320	Writing and Research	4
<b>HUMANITIES</b>		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU150	Introduction to Literature	4
HU200	Art in the Modern World	4
HU230	Spanish II	4
HU310	The Novel	4
HU315	World Literature	4
<b>NATURAL SCIENCE and MATHEMATICS</b>		
^Students must complete either NS112 or NS116		
NS105	Biology	4
NS111	Environmental Issues	4
NS112	Topics in Mathematical Reasoning (required)^	4
NS116	College Algebra I (required)^	4
NS121	Earth Science	4
NS216	College Algebra II	4
NS305	Statistics I	4
NS320	Introduction to Decision Systems	4
NS351	Statistics II	4
<b>SOCIAL SCIENCE</b>		
SS116	Introduction to Psychology	4
SS130	Law in Society	4
SS140	Interpersonal Relations (required)	4
SS145	Introduction to Macroeconomics	4
SS200	Introduction to Microeconomics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS230	Psychology of Personality	4
SS311	Human Behavior	4
SS331	International Economics	4
SS360	Abnormal Psychology	4
<b>PROFESSIONAL DEVELOPMENT</b>		
PD102	Strategies for Success (required)	2
<b>Total General Education Minimum Credit Requirement</b>		<b>30</b>

**Total Program Minimum Credit Requirement 98**

Notes:  
Students may be required to complete Foundations of Mathematics I and/or II and Foundations of Writing I and/or II based upon competency exam scores.