

A student who successfully completes an average of 15 credits per quarter will be able to earn the degree in 12 quarters (36 months).

The objective of the Bachelor of Science in Paralegal program is to provide comprehensive paralegal training that prepares graduates for entry-level work under the supervision of attorneys assisting in the delivery of legal services. Theoretical and practical coursework provides students with legal knowledge and related skills, including advanced computer-assisted research, chronological organization of events and issues in a case, checklist and procedure preparation for an appellate case, and comparison of client and expert investigative interviews. Students acquire communication, analytical, inferential reasoning, computational and independent learning skills through general education coursework.

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. Apply organizational and law office management skills
7. Analyze alternatives to litigation for resolution of disputes and the role paralegals play in the process
8. Demonstrate appropriate written and verbal communication skills
9. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion
10. 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
CS256	MS Office Professional II	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
LA196	Constitutional Issues	3
LA201	American Legal Systems	3
LA205	Litigation I	4
LA215	Law Office Procedures and Technology	4
LA225	Administrative Law	3
LA235	Contracts	3
LA240	Legal Writing I	4
LA255	Ethics for the Law Office	4
LA265	Family Law	3
LA300	Law Office Management	4
LA305	Interviewing and Investigation	4
LA321	Probate Practice	3
LA323	Bankruptcy	3
LA326	Corporate Business Structures	3
LA400	Alternative Dispute Resolution	3
LA410	Legal Research II	4
LA420	Litigation II	4
LA425	Legal Writing II	4
LA450	Field Preparation	4
LA499	BS Paralegal Internship#	6
MG110	Supervisory Management	4
PD250	Career Development	1

Legal Electives: Student will select at least 12 credits from the following courses or as approved by the dean of students and program chair/coordinator:

BS310	Technical Communications	4
BS311	Organizational Behavior	4
BS325	Fraud Examination	4
KY150	Keyboarding II	3
LA322	Cyber Law	3
LA324	Copyrights, Trademarks, and Patents	3
MA100	Medical Terminology	4

Total Core Minimum Credit Requirement 126

Notes:

Students who have successfully completed LA250 or LA299 Paralegal Internship, graduated, and gained relevant work experience, may, prior to attempting LA499, apply for Professional Work Experience credit to satisfy the LA499 requirement.

PARALEGAL

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor’s degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics and social science.

Class#	Class Name	Credits
COMMUNICATIONS		
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
HUMANITIES		
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
NATURAL SCIENCE and MATHEMATICS		
^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
SOCIAL SCIENCE		
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
PROFESSIONAL DEVELOPMENT		
PD102	Strategies for Success (required)	2
Total General Education Minimum Credit Requirement		54

Total Program Minimum Credit Requirement

180

Notes:

Students are required to complete 30% of the program at the 300/400 level. 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.