

## Paralegal, AAS

### School of Art, Humanities, Social Sciences and Public Service

The Paralegal AAS is designed to provide students with the knowledge and skills needed to perform legal services on a paraprofessional level, usually under the direct supervision of a lawyer. Typical tasks include legal research, client interviewing, investigation, drafting of pleadings, motions, memoranda and other documents, and creating and maintaining client files.

#### Career Opportunities

Paralegals are employed by law firms, corporations, government agencies and community legal service agencies. Many legal assistants specialize in one area of the law such as corporate law, real estate, labor law, litigation, domestic law, or estates and trusts.

#### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate effective communication skills, orally and verbally, by actively listening, and by reading and understanding legal documents
- Utilize and apply mathematical concepts and numerical computational skills utilized in a legal setting
- Demonstrate a thorough understanding of diversity in the workplace and in society, citizenship, ethics and human relations.

- Apply effective critical thinking and problem solving skills in interpersonal situations with clients and other professionals in the workplace.
- Collect, analyze, evaluate, and organize information from clients, personnel in the legal system, and apply good research and investigative skills utilizing the appropriate legal terminology.
- Utilize effective interpersonal skills with others in the legal environment, including supervisors, clients, and other legal professionals.
- Illustrate the ability to change and adapt to changing circumstances, including the continuing learning environment of the legal professional, along with the responsibility to change and adapt themselves, personally and professionally.
- Demonstrate effective use of technology, including computer-assisted legal research, the Internet, and other technology utilized for research, investigative skills and applications in a legal setting.

Sugg. Term	Seq #	Course ID	Course Title	Cr	Term Offered	Prereq/Coreq(Co)	Options Available
1st Fall	1	PDV 101	First Year Seminar	1	F, Sp, Su		
	2	ENG 161	College Writing	3	F, Sp, Su	ENG 085 Placement	
	3	CPT 150	Microcomputer Concepts	3	F, Sp, Su		
	4	LAS 101	The Legal Assistant	3	F		
	5	LAS 111	Legal Analysis	3	F		
	6	BUS 120	Mathematics of Business	3	F, Sp, Su	MTH 050, 050A, or Placement	
1st Spring	7	ENG 163	Business Communications	3	F, Sp, Su	ENG 161	
	8	HUM 156	Critical Thinking	3	F, Sp, Su		
	9	LAS 115	Torts	3	Sp	LAS 101 & 111	
	10	LAS 125	Litigation I	3	Sp	LAS 101 & 111	
	11	LAS 210	Legal Writing	3	Sp	ENG 161 & LAS 111	
Summer	12	LAS 140	Domestic Relations	3	Su	LAS 101 & 111	
2nd Fall	13	LAS 120	Estates and Trusts	3	F	LAS 101 & 111	
	14	LAS 215	Legal Research	3	F	LAS 210	
	15	OFT 140	Office Procedures	3	F, Su		
	16	RLS 210	Laws of Real Estate	3	F, Su		
	17	Elective	Social Science Elective	3	F, Sp, Su		Page 46 Column III
2nd Spring	18	Elective	Restricted Elective	3	F, Sp, Su		See List
	19	CRJ 160	Criminal Law I	3	F, Sp		
	20	LAS 293	Internship	3	F, Sp, Su	LAS 215 & GPA of 2.0	
	21	Elective	Restricted Elective	3	F, Sp, Su		See List
<b>Total Program Credits</b>				<b>61</b>			<b>LEA</b>

Restricted Electives:  
 ACC 155 Accounting I  
 BUS 205 Business Law I  
 BUS 249 Labor Relations  
 CRJ 163 Criminal Procedure

CRJ 261 Criminal Law II  
 CRJ 263 Investigative Concepts  
 OFT 110 Document Processing I