BUSINESS

PARALEGAL (PAL)

Overview

This program is designed to provide students with knowledge and skills necessary to qualify for entry-level employment as paralegals. Students enrolled in the program complete a combination of legal specialty, business, liberal arts and elective courses that will prepare them to work in law offices, banks, insurance companies, government agencies, corporations and other types of organizations that deal with legal matters.

Such work normally is done under the supervision of an attorney. Legal specialty courses emphasize the role of the paralegal in dealing with clients, documents and procedures.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Applied Science (A.A.S.) degree in Paralegal (PAL) will be able to:

- Articulate the role of paralegals in the legal system and develop an awareness of potential ethical issues that may arise and ethical duties that exist in the legal work environment.
- Use critical thinking skills to apply substantive legal principles in order to analyze and resolve legal problems.
- Apply the basic principles of legal research in an accurate, effective, and efficient manner.
- Articulate an understanding of the techniques of legal analysis and writing and develop written communication skills to communicate the results of research and analysis in an appropriate format and tone.
- Demonstrate an ability to use a variety of print and electronic legal research resources.

Courses should be selected in consultation with an advisor.

Requirements

For requirements, see Program Map.

Program Map

		Course Hours Per Week		Semester Hours
First Semester		**Class**	**Lab**	**Credit**
ENG-101	COMPOSITION I	3	0	3
PAL-151	INTRODUCTION TO LAW	3	0	3
PAL-110	FUNDAMENTALS OF PARALEGALISM	3	0	3
PAL-120	LEGAL RESEARCH	3	0	3
BUS-115	COMPUTER APPLICATIONS FOR BUS	3	0	3
	Credit Hours	15	0	15
Second Semester		**Class**	**Lab**	**Credit**
ENG-102	COMPOSITION II	3	0	3
	U.S. History & Civic Engagement (Category D)			3
	SPE 101 (Public Speaking) or SPE 219 (Intercultural Communication)			3

		Course Hours Per Week		Semester Hours
BUS-215	BUSINESS LAW I	3	0	3
PAL-260	LEGAL WRITING	3	0	3
WFE-101	WELLNESS AND FITNESS EDUCATION	2	2	3
	Credit Hours	11	2	18
Third Semester		**Class**	**Lab**	**Credit**
BHS-103	SOCIAL PROBLMS IN TODAY'S WRLD	3	0	3
	Math (a)			3-4
	200-level PAL course (b)			3
	200-level PAL course (b)			3
	Paralegal elective (c)			3-4
	Credit Hours	3	0	15-17
Fourth Semester		**Class**	**Lab**	**Credit**
	200-level PAL course (b)			3
	200-level PAL course (b)			3
	Paralegal elective (c)			3-4
	Natural Sciences (d)			4
	Free elective (e)			3-4
	Credit Hours	0	0	16-18
Total Required Minimum Semester Hours Credit				64

a. MAT 109 or above; Recommended: MAT 110 or MAT 118

b. PAL 200-level content-specific courses: PAL 210 Family Law; PAL 220 Wills Trusts & Estates; PAL 230 Law of Business Organizations; PAL 240 Civil Litigation; and PAL 250 Real Property.

c. Paralegal Electives: ACC 104, BUS 210, BUS 243, CRJ 265, GOV 222, PAL 290 (internship), PHI 107, PSY 134, SPE 201, and SPE 210.

d. Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, physics. Recommended: BIO 103 Human Biology.

e. Read a full discussion of the free elective requirement. The subject area for the Paralegal Degree Program includes all courses labeled PAL.

Contact Information

Program Chair
Joan McFadden