

# Paralegal Studies AAS

Career & Technical Division

## Program Description:

The Paralegal program was planned with assistance from the West Virginia State Bar and a program advisory committee consisting of attorneys and paralegals. The program has been granted approval by the American Bar Association.

Upon completion of the Paralegal Studies Associate in Applied Science Degree, the graduate will be able to:

- Exhibit knowledge of legal terminology to communicate with attorneys, peers, managers, and other professionals
- Develop specific skills in those areas of law practice in which paralegals customarily function
- Assist attorneys with client interviews, legal research, preparation of documents and pleadings for trial and other professional activities normally undertaken by paraprofessionals to assist with the practice of law
- Exhibit knowledge of appropriate ethical behavior for paralegals

A paralegal is a highly skilled paraprofessional with specialized training who works under the direct supervision of an attorney. Job responsibilities require knowledge of law and legal procedures in rendering direct assistance to lawyers and clients. Tasks may include interviewing, case investigation, the preparation of pleadings, and legal research. The increasing complexities of the paralegal's work environment have also created the need for individuals who possess skills including interpersonal, communication, analytical, decision-making, customer service, and computer skills. Paralegals cannot provide legal services directly to the public except as permitted by law.

## Career Outlook:

Employment of paralegals and paraprofessionals is projected to grow faster than the average for all occupations through 2012. Some employment growth stems from law rooms and other employers with legal staff hiring paralegals/paraprofessionals to lower the cost and increase the availability and efficiency of legal services. The job openings for paralegals in the future will be new jobs created by employment growth, and additional job openings will arise as people leave the occupation. Despite projections of fast employment growth, competition for jobs should continue as many people seek to go into this profession; however, highly skilled, formally trained paralegals have excellent employment potential.

## Employment Opportunities:

- Paralegal for law firms
- Paralegal for a business entity's legal department
- Paralegal for governmental agencies
- Administrator for a nonprofit legal services corporation
- Trust administrative assistant
- Editor of a legal publishing company
- Criminal justice occupations in corrections and law enforcement

## Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

## Admission Requirements:

The college adheres to an open admissions policy meaning applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

## Contact Information:

Heather R. Hussell

Room 249

Phone: 304-710-3412 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: [hussell8@mctc.edu](mailto:hussell8@mctc.edu)

*Our mission is to prepare students for careers, civic responsibility and life-long learning.*

**Paralegal Major Code<sup>1</sup> – CL40**

<b>Name:</b>			<b>ID Number 942-</b>	
<b>CAPS SCORES:</b>	<b>MATH:</b>	<b>ENGLISH:</b>	<b>READ:</b>	<b>DOE:</b>
<b>COL 101 Faculty:</b>				
<b>Educational Counselor:</b>				
<b>Faculty Advisor:</b>				

**COURSE REQUIRED**

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AT 136 or IT 101	Introduction to Word Processing or Fundamentals of Computers (EDGE)		3				
ENL 111	Written Communication <sup>2</sup>		3				
LAW 101	General Law I <sup>3</sup>		3				
LAW 103	Introduction to Paralegal Skills <sup>3,4</sup>		3				
LAW 104	Legal Ethics <sup>4</sup>		1				
	Mathematics Requirement <sup>5</sup>		3				
COM 112 or COM 125	Oral Communication <sup>3</sup> or Interpersonal Communication <sup>3</sup>		3				
ENL 115	Written Communication II <sup>6</sup>		3				
LAW 102	General Law II <sup>7</sup>		3				
LAW 213	Law Office Technology <sup>8</sup>		3				
	Social Science Elective <sup>9</sup>		3				
LAW 211	Legal Research and Writing I <sup>10</sup>		3				
LAW 235	Civil Litigation <sup>3,11</sup>		3				
LAW 240	Criminal Litigation <sup>3</sup>		3				
	LAW Elective <sup>11</sup>		3				
	Science, Humanities, or Language Elective <sup>12</sup>		3				
LAW 212	Legal Research and Writing II <sup>13</sup>		3				
LAW 290	Internship <sup>14</sup>		3				
	LAW Elective <sup>11</sup>		3				
	LAW Elective <sup>11</sup>		3				
	Science, Humanities, or Language Elective <sup>12</sup>		3				

**DEVELOPMENTAL COURSES REQUIRED**

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	HOURS REQUIRED FOR GRADUATION: 61						

**Earn A Degree Graduate Early (EDGE):**

This program provides students the opportunity to receive credit for their high school EDGE courses.

<sup>1</sup> Students are required to make a "C" or better in each LAW course before graduating from the program.  
<sup>2</sup> ENL 111 has a prerequisite of placement in 100-level English, and placement in 100-level Reading.  
<sup>3</sup> COM 112, COM 125, LAW 101, LAW 103, LAW 213 and COM 125 has a prerequisite of placement in 100-level Reading.  
<sup>4</sup> LAW 103 and LAW 104 are co-requisites.  
<sup>5</sup> Select any 100-level or higher mathematics course.  
<sup>6</sup> ENL 115 has a prerequisite of ENL 111.  
<sup>7</sup> LAW 102 has a prerequisite of LAW 101.  
<sup>8</sup> LAW 213 has a prerequisite of AT 136 or IT 101.  
<sup>9</sup> Choose from any of the following: CJS 101, CJS 102, EC 102, EC 201, EC 202, GEO 155, HIST 103, HIST 104, HIST 114, HIST 115, HIST 240, POLS 101, PSC 200, PSYC 215, PSYC 225, SS 150, SS 155, SS 201, or SS 210.  
<sup>10</sup> LAW 211, 235 and 240 have a prerequisite of LAW 102.  
<sup>11</sup> Recommended Electives: LAW 110, LAW 225, LAW 231, LAW 240, LAW 244, LAW 248, LAW 250, LAW 290 or any CJS course 100-level or above (limit one CJS Course).  
<sup>12</sup> Choose from any of the followings: ART 101, ASL 101, ASL 102, ASL 103, BIOL 101, BIOL 102, BIOL 257, BIOL 258, BIOL 260, BIOL 265, BIOS 270, ENL 201, ENL 245, ENL 270, HMN 120, HMN 130, HMN 235, SS 150, 155, SS 201, 210.  
<sup>13</sup> LAW 212 has a prerequisite of LAW 211.  
<sup>14</sup> LAW 290 has a prerequisite of permission by program coordinator.

*Our mission is to prepare students for careers, civic responsibility and life-long learning.*