

Paralegal Studies AAS

Career & Technical Division

Program Description:

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:

For the most current information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

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/.

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

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

Paralegal Major Code ¹ – CL40	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
IT 101	Fundamentals of Computers		3				
ENL 101	Written Communication ²		3				
LAW 101	General Law I		3				
LAW 103	Introduction to Paralegal Skills ³		3				
LAW 104	Legal Ethics ³		1				
MAT 120	Applied Professional Math ⁴		3				
			16				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
ENL 102	Written Communication II ⁵		3				
LAW 102	General Law II ⁶		3				
LAW 213	Law Office Technology ⁷		3				
	Social Science Elective ⁸		3				
			15				
LAW 211	Legal Research and Writing I ⁹		3				
LAW 235	Civil Litigation ⁹		3				
LAW 240	Criminal Litigation ⁹		3				
	LAW Elective ¹⁰		3				
	Science, Humanities, or Language Elective ¹¹		3				
			15				
LAW 212	Legal Research and Writing II ¹²		3				
LAW 290	Internship ¹³		3				
	LAW Elective ¹⁰		3				
	LAW Elective ¹⁰		3				
	LAW Elective ¹⁰		3				
			15				
	HOURS REQUIRED FOR GRADUATION: 61						

¹ Students are required to make a "C" or better in each LAW course before graduating from the program.

² ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

³ LAW 103 and LAW 104 are corequisites.

⁴ Math 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

⁵ ENL 102 has a prerequisite of a "C" or better in ENL 101.

⁶ LAW 102 has a prerequisite of LAW 101.

⁷ LAW 213 has a prerequisite of IT 101.

⁸ 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, PSYC 200, PSYC 215, PSYC 225, or SOCI 210.

⁹ LAW 211, 235 and 240 have a prerequisite of LAW 102.

¹⁰ Recommended Electives: LAW 110, LAW 225, LAW 231, LAW 240, LAW 244, LAW 247, LAW 248, LAW 250, LAW 290, MG 226 or any CJS course 200-level or above (limit one CJS Course).

¹¹ Choose from any of the followings: ART 101, ASL 101, ASL 102, ASL 103, BIOL 101, BIOL 102, BIOL 257, BIOL 260, BIOL 265, ENL 201, ENL 245, ENL 270, HMN 235, or SOCI 210.

¹² LAW 212 has a prerequisite of LAW 211.

¹³ LAW 290 has a prerequisite of permission by program coordinator.

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