# Paralegal Studies, AAS

Academic Year 2026-2027

**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 and Salary Forecast:**
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

**Program Outcomes:**
- Utilize correct legal terminology in all professional communication and correspondence
- Create legal documents and prepare pleadings for trial
- Conduct legal research using print sources, databases, and the web
- Interview clients as needed to assist attorney
- Assist attorneys in the day-to-day management of a legal practice
- Exhibit ethical behavior in all professional situations

**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:**
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| Paralegal Major Code[1] – CL40 | |
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| 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 ACT 18, SAT 480, Accuplacer 250-300, or be placed in ENL 101E. Students must complete ENL 101 OR ENL 101E with a "C" or better to graduate.
3 LAW 103 and LAW 104 are corequisites.
4 Math 120 has a prerequisite of a minimum ACT Math score of 19, SAT Math score of 510, or Accuplacer 250.
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.