

# Legal Studies/Paralegal, AAS

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

### Program Description

The Legal Studies/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	Prereq/Coreq(Co)	Options Available
1st Fall	1	PDV 101	First Year Seminar	1		
	2	ENG 161	College Writing	3	ENG 085 with Permission of Instructor, ENG 095 or Placement	
	3	CPT 150	Microcomputer Concepts	3		
	4	LAS 101	The Legal Assistant	3		
	5	LAS 111	Legal Analysis	3		
	6	BUS 120	Mathematics of Business	3	MTH 050 or Placement	
1st Spring	7	ENG 163	Business Communication	3	ENG 161	
	8	PHL 102	Critical Thinking	3		
	9	LAS 115	Torts	3	LAS 101 & LAS 111	
	10	LAS 125	Litigation I	3	LAS 101 & LAS 111	
	11	LAS 210	Legal Writing	3	ENG 161 & LAS 111	
Summer	12	LAS 140	Domestic Relations	3	LAS 101 & LAS 111	
2nd Fall	13	LAS 120	Estates and Trusts	3	LAS 101 & LAS 111	
	14	LAS 215	Legal Research	3	LAS 210	
	15	CRJ 160	Criminal Law I	3		
	16	RLS 210	Laws of Real Estate	3		
	17	Elective	Social Science Elective	3	Varies	Page 42 Column III
2nd Spring	18	Elective	Restricted Elective	3	Varies	See List
	19	LAS 200	Constitutional Law	3		
	20	LAS 293	Internship	3	Permission of Instructor	
	21	Elective	Restricted Elective	3	Varies	See List

Minimum Program Credits

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Restricted Electives: ACC 155; BUS 205; BUS 249; CRJ 163; CRJ 255; CRJ 263; OFT 110