

# Paralegal

## Associate of Applied Science Degree

### Career and Technical Program

This program provides coursework required for an Associate of Applied Science Degree that leads to positions in legal environments. A paralegal, under the supervision of an attorney, applies knowledge of law and legal procedures in rendering direct assistance to attorneys, clients, and courts. They may conduct initial client interviews and follow up on investigation of factual information. Paralegals design, develop and modify procedures, techniques, services, and processes; prepare and interpret legal documents; and detail procedures for practicing in certain fields of law. Paralegals research, select, assess, compile, and use information from the law library and other references, and analyze and handle procedures and problems that involve independent decisions.

Employment and internships in the legal field will often require a background check. Violations which appear on the applicant's criminal background check may result in denied approval for required internships and the inability to complete the program.

### Program Requirements

#### First Semester

Course No.	Title	Credits
CAOT-115	Outlook	1
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-183	Business Editing and Proofreading	3
ENGL-101	English Composition <sup>1</sup>	3
PLEG-110	Introduction to Law	2
PLEG-115	Legal Terminology	1
PLEG-210	Legal Research and Writing I	4
		<b>Semester Total 16</b>

#### Second Semester

CAOT-130	Spreadsheets/Excel I	1
CAOT-140	Database/Access I	1
CAOT-210	Office Procedures	3
PLEG-105	Civil Procedures and Litigation	3
PLEG-220	Legal Research and Writing II	4
PLEG-250	Family Law	3
		<b>Semester Total 15</b>

#### Third Semester

CAOT-184	Records Systems Management	3
PLEG-201	Legal Ethics	1
PLEG-230	Evidence	3
PLEG-260	Criminal Law	3
_____	A.A.S. Mathematical Ways of Knowing <sup>2</sup>	3-5
_____	A.A.S. Institutionally Designated <sup>3</sup>	3
		<b>Semester Total 16-18</b>

#### Fourth Semester

CAOT-205	Machine Transcription and Document Formatting	2
CAOT-250	Office Skills Capstone	1
COMM-101	Introduction to Speech Communication <sup>1</sup>	3
PLEG-280	Torts and Contracts	3
PLEG-290	Paralegal Internship I	3
_____	A.A.S. Social and Behavioral Ways of Knowing <sup>3</sup>	3
		<b>Semester Total 15</b>
		<b>Program Total 62-64</b>

#### NOTES:

- <sup>1</sup> Satisfies A.A.S. degree requirement.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH-123 or higher and meets the A.A.S. degree requirements listed on page 50.
- <sup>3</sup> Select from A.A.S. degree general education requirements listed on page 50. The American Bar Association Requires 18 credits of General Education.