

Paralegal Studies (Associate of Applied Science)

The Associate of Applied Science in Paralegal Studies provides a course of study and degree for students who intend to pursue a career as a paralegal. It provides the general education and skills applicable to the paralegal profession while educating students in the theory and philosophy of the law, as well as the ethics of legal practice. Students will learn the practical skills necessary to effectively assist lawyers in either the private or public sectors, based on their choice of electives.

This program of study is not designed for college transfer. Also, it must be noted that while paralegals assist lawyers with legal work, they are strictly prohibited from engaging in the practice of law and cannot provide legal services directly to the public.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credits to be used towards the degree.
- Earn a “C” or better in all PALG courses, all required related courses, and in ENGL 1013 and ENGL 1023.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate legal research and writing skills pertinent to the paralegal profession.
2. Demonstrate knowledge of state and federal court litigation, procedures, and terminology.
3. Demonstrate organizational and computer skills necessary for law office functions.
4. Recognize ethical issues that arise in a legal work environment and apply rules of professional conduct.

PROGRAM OF STUDY

First Semester		Credit Hours
ENGL 1013	English Composition I	3
CJUS 1013	Introduction to Criminal Justice	3
PALG 1013	Introduction to Paralegal Studies	3
Any Gen-Ed. Social Science		3
Any Gen-Ed. course in Mathematics/Analytical Reasoning		3
		15
Second Semester		Credit Hours
ENGL 1023	English Composition II	3
POLI 2013	American Government	3
PALG 1203	Introduction to Legal Research	3
PALG 1213	Introduction to Legal Writing	3
Any Gen-Ed. Natural Science		3
		15
Third Semester		Credit Hours
POLI 2113	Constitutional Law	3
PALG 2113	Computers in the Law Office	3
PALG 2153	Litigation I	3
PALG 2303	Ethics and Paralegals	3

Paralegal elective (<i>see below</i>)	3
	15
Fourth Semester	Credit Hours
Any SACSCOC-Accepted Gen.-Ed. Humanities ¹	3
Paralegal elective (<i>see below</i>)	3
Paralegal elective (<i>see below</i>)	3
Paralegal elective (<i>see below</i>)	3
PALG 2903 Paralegal Practicum	3
	15
Total Program Hours	60

Paralegal Electives

Choose from the following:

PALG 2103, Law Office Management	PALG 2253, Employment Law
PALG 2223, Real Estate Law and Procedure	PALG 2263, Family Law
PALG 2233, Insurance Law and Procedure	PALG 2273, Criminal Law
PALG 2243, Wills, Estates, and Trusts	PALG 2283, Personal Injury Law and Procedure

¹ Any SACSCOC-Accepted Gen.-Ed. Humanities: Select any General Education English Literature, History, Humanities, or Philosophy

- ENGL 2133, Literature and Ethnicity (3)
- ENGL 2303, Introduction to Fiction (3)
- ENGL 2313, Introduction to Poetry and Drama (3)
- ENGL 2123, Major British Writers (3)
- ENGL 2173, Major American Writers (3)
- ENGL 2223, Major World Writers (3)
- ENGL 2403, Introduction to African-American Literature (3)
- ENGL 2323, Introduction to Literature (3)
- ENGL 2503, Introduction to Folklore (3)
- ENGL 2483, Shakespeare: The More Popular Plays (3)
- HIST 1113, History of World Civilizations I (3)
- HIST 1123, History of World Civilizations II (3)
- HIST 2003, History of Roman Republic and Empire (3)
- HIST 2013, American History Colonial to 1865 (3)
- HIST 2023, American History 1865-Present (3)
- HIST 2213, Modern Europe 1500-1848 (3)
- HIST 2223, Modern Europe 1848 to Present (3)
- HUMN 2103, World Mythology (3)
- HUMN 2013, Africa and the Middle East (3)
- HUMN 2553, Asia and the Americas (3)
- HUMN 2753, The Heroic Journey: From Classical to Contemporary (3)
- PHIL 1013, Introduction to Philosophy (3)

For more information, contact the Division of Liberal Arts at (225) 216-8165.