

PARALEGAL AAS

The Paralegal Associate's Degree educates and trains students to perform substantive and procedural legal work under the supervision of a lawyer. Paralegals are non-lawyers who assist attorneys in their professional duties.

Upon completion of this degree, students will:

- Be able to think critically
- Demonstrate organizational skills
- Work effectively with a variety of legal office professionals and clients
- Understand and apply legal ethics as required by law
- Demonstrate in-depth understanding of the legal system and its various agencies
- Demonstrate solid interviewing and investigation skills
- Draft legal documents and memoranda pertinent to specific areas of law
- Demonstrate excellent writing, listening, and speaking skills
- Demonstrate knowledge in legal research and writing skills
- Demonstrate knowledge and understanding of a variety of computer programs
- Maintain confidentiality

Completion of a Technical Skill Assessment is required.

General Education Requirements

Code	Title	Credits
Written Communication		
ENGL-101	WRITING AND RHETORIC I	3.00
Oral Communication		
Select one of the following:		3.00
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	
COMM-203	SMALL GROUP COMMUNICATION	
COMM-204	PUBLIC SPEAKING	
Mathematical Ways of Knowing		
Select one of the following:		3.00-5.00
MATH-123	MATH IN MODERN SOCIETY	
MATH-140	ALGEBRAIC REASONING AND PROBLEM-SOLVING	
MATH-143	PRECALCULUS I: ALGEBRA	
MATH-147	PRECALCULUS	
MATH-153	STATISTICAL REASONING	
MATH-170	CALCULUS I	
MATH-253	STATISTICAL METHODS FOR THE SCIENCES	
MATH-257	MATHEMATICS FOR ELEMENTARY TEACHERS II	
MTHPT-130	FINITE MATHEMATICS	
MTHPT-137	MATH FOR TECHNOLOGY	
MTHPT-153	STATISTICAL REASONING	
Social & Behavioral Ways of Knowing		
HRPT-185	HUMAN RELATIONS IN ORGANIZATIONS	3.00
or SS-185	HUMAN RELATIONS IN ORGANIZATIONS	
Additional General Education Core Course		3.00
*Additional Core Course cannot be used to fulfill a requirement above.		
Select the link below to review LC State's General Education Core courses		
http://catalog.lcsc.edu/general-education (http://catalog.lcsc.edu/general-education/)		
Total Credits		15.00-17.00

Code	Title	Credits
------	-------	---------

Program Requirements

Code	Title	Credits
ACCPT-101	BASIC ACCOUNTING I	3.00
BUS-220	BUSINESS COMMUNICATIONS	3.00
COMM-205	LOGIC AND ARGUMENTATION	3.00
LAWPT-110	LAW OFFICE TECHNOLOGY	3.00
LAWPT-219	LEGAL TERMINOLOGY	3.00
LAWPT-223	LEGAL SUPPORT FUNDAMENTALS AND ETHICS	3.00
LAWPT-224	INTRODUCTION TO LAW	3.00
LAWPT-225	OFFICE PROCEDURES	3.00
LAWPT-230	LEGAL RESEARCH AND WRITING I	3.00
LAWPT-235	PARALEGAL PROCEDURES FOR CRIMINAL LAW	3.00
LAWPT-265	BUSINESS LAW I	3.00
LAWPT-274	LEGAL PROCEDURES	3.00
LAWPT-275	CIVIL LITIGATION	3.00
LAWPT-285	LEGAL RESEARCH AND WRITING II	3.00
LAWPT-294A	INTERNSHIP IN LAW I	3.00
Completion of a Technical Skills Assessment is required		

Total Credits	45.00
----------------------	--------------

Course	Title	Credits
First Year		
Fall		
CORE	Mathematical Ways of Knowing	3.00
ACCPT-101	BASIC ACCOUNTING I	3.00
ENGL-101	WRITING AND RHETORIC I	3.00
LAWPT-219	LEGAL TERMINOLOGY	3.00
LAWPT-223	LEGAL SUPPORT FUNDAMENTALS AND ETHICS	3.00
Credits		15.00
Spring		
BUS-220	BUSINESS COMMUNICATIONS	3.00
HRPT-185 or SS-185	HUMAN RELATIONS IN ORGANIZATIONS or HUMAN RELATIONS IN ORGANIZATIONS	3.00
LAWPT-110	LAW OFFICE TECHNOLOGY	3.00
LAWPT-224	INTRODUCTION TO LAW	3.00
LAWPT-225	OFFICE PROCEDURES	3.00
Credits		15.00
Second Year		
Fall		
CORE	Additional General Education Course	3.00
CORE	Oral Communication	3.00
COMM-205	LOGIC AND ARGUMENTATION	3.00
LAWPT-230	LEGAL RESEARCH AND WRITING I	3.00
LAWPT-274	LEGAL PROCEDURES	3.00
Credits		15.00
Spring		
LAWPT-235	PARALEGAL PROCEDURES FOR CRIMINAL LAW	3.00
LAWPT-265	BUSINESS LAW I	3.00
LAWPT-275	CIVIL LITIGATION	3.00

LAWPT-285	LEGAL RESEARCH AND WRITING II	3.00
LAWPT-294A	INTERNSHIP IN LAW I	3.00
Credits		15.00
Total Credits		60.00

Graduates from Paralegal ([https://www.careeronestop.org/toolkit/careers/occupations/occupation-profile.aspx?keyword=Paralegals and Legal Assistants&onetcode=23201100&location=UNITED STATES](https://www.careeronestop.org/toolkit/careers/occupations/occupation-profile.aspx?keyword=Paralegals%20and%20Legal%20Assistants&onetcode=23201100&location=UNITED%20STATES)) programs go on to obtain careers in a variety of fields:

- Legal Assistant
- Law Clerk
- Litigation or Judicial Assistant
- Legal Practice Assistant
- Court Clerk
- Title/Abstract Examiner
- Legal Researcher
- Contract Specialist
- Claims Adjuster
- Court Assistance Program Specialist
- Limited Practice Officer

Check out the U.S. Bureau of Labor Statistics (<https://www.bls.gov/ooh/home.htm>) website for more information about the potential careers listed above.