

PARALEGAL STUDIES

Associate in Applied Science A.A.S.: Paralegal Studies Degree

The 60 credit-hour program is designed to prepare men and women as technically qualified assistants to a lawyer. Under the supervision of a lawyer, the paralegal may perform such functions as legal research, investigation, detail work with regard to probate matters, preparation of tax forms and returns, searching public and court records, office management, library service, bookkeeping, serving and filing legal documents and preparing legal forms.

Students pursuing this degree program should be aware that the American Bar Association requires that a minimum nine (9) credit hours must be completed face-to-face or in a synchronous/live online modality.

F = Fall only course S = Spring only course U = Summer only course

FIRST SEMESTER:

Number	Course Title	Credits	Course Category
	AAS General Education elective ¹	3	AAS General Education
ENG 101	Composition	3	AAS General Education
PLS 101	Introduction to Paralegal Studies	3	Program Requirement
PSY 101	Introduction to Psychology ⁺	3	AAS General Education
SOC 101	Introduction to Sociology ⁺	3	AAS General Education

SECOND SEMESTER:

Number	Course Title	Credits	Course Category
ENG 103	Technical and Report Writing	3	Program Requirement
	Mathematics ²	3	AAS General Education
PLS 103	Litigation	3	Program Requirement
PLS 115	Legal Research and Writing	3	Program Requirement
PLS 123	Real Property Law (S)	3	Program Requirement

THIRD SEMESTER:

Number	Course Title	Credits	Course Category
PLS 105	Family Law (F)	3	Program Requirement
PLS 201	Tort Law	3	Program Requirement
PLS 205	Contract Law ³ or		
PLS 215	Today's Law Office ⁴ (F)	3	Program Requirement
PLS 210	Corporate and Securities Law	3	Program Requirement
PSC 101	American Politics and Government	3	AAS General Education

FOURTH SEMESTER:

Number	Course Title	Credits	Course Category
	LEJ or PLS electives ⁵	6	Program Requirement
PLS 110	Law Office Technology	3	Program Requirement
PLS 205	Contract Law ³ or		
PLS 208	Internship in Paralegal Studies ⁴	3	Program Requirement
PLS 216	Ethics, Legal Writing and the Law Office	3	Program Requirement

1 One 3-credit hour AAS General Education elective is required. See full list of [AAS General Education Electives](#).

+ This course meets the World Cultures and Diversity graduation requirement.

2 Only 100 level or higher mathematics courses are acceptable for the mathematics elective.

3 PLS 205 is required to be taken in either the third or fourth semester.

4 PLS 215 or PLS 208 is required for individuals without any legal experience. Individuals with legal experience may substitute another PLS course with coordinator approval.

5 LEJ 201 or LEJ 202 (prerequisite of LEJ 101 will be waived for Paralegal Studies degree students), PLS 200(S), PLS 202(S), PLS 206(S), PLS 208, PLS 212, PLS 215 (F), PLS 221(F), PLS 222(S), PLS 224, PLS 225, PLS 230.