



PARALEGAL STUDIES
Associate in Science Degree
96 Credit Hours

This program is designed to prepare a student to perform a wide variety of duties in the legal field, supporting Attorneys or as a Paralegal/Legal Assistant performing work in the legal field as allowed by state law. The program emphasis is on the study of law and procedures from a paralegal aspect. Students completing this program will have sufficient credits to apply for the Certified Legal Assistant exam. General Education courses are indicated by an asterisk after the course number. Several courses may require prerequisites. Check the course description to determine required pre-requisites.

Year 1

<u>1st Term</u>		<u>Credit Hrs.</u>
MAC1105*	College Algebra	4
CTS1208	Computer Applications I	3
ENC1100*	English Composition I	4
OST1142	Keyboarding I	2
OST1305	Proofreading	<u>2</u>
Total		15

<u>3rd Term</u>		<u>Credit Hrs.</u>
CTS1209	Computer Applications II	3
PLA1201	Civil Procedures	4
PLA1800	Family Law	4
OST1143	Keyboarding II	2
SPC1606*	Public Speaking	<u>3</u>
Total		16

Year 2

<u>1st Term</u>		<u>Credit Hrs.</u>
PLA2483	Administrative Law	4
PLA2114	Legal Research/Writing II	4
PLA2948	Paralegal Practicum	2
SLS1301	Professional Development	2
PLA2278	Torts & Personal Injury Law	<u>4</u>
Total		16

PERSONAL INJURY TRACK

<u>2nd term</u>		<u>Credit Hrs.</u>
PAS2814	Intro to Medicine	4
PLA2207	Litigation Asst. Specialty	3
PLA2231	Med. Evidence/Legal Prof.	4
HSC1532	Medical Terminology	4
PLA2270	Negligence & Tort Lit.	<u>4</u>
Total		19

*Denotes a General Education course.

<u>2nd Term</u>		<u>Credit Hrs.</u>
POS1049*	American Government	4
BSC1005*	General Biology	4
BSC1005L*	General Biology Lab	1
PLA2766	Law Office Practices	2
OST2252	Legal Terminology	<u>4</u>
Total		15

<u>4th Term</u>		<u>Credit Hrs.</u>
PLA1425	Contracts & UCC Codes	3
PLA1303	Criminal Law	4
PSY1012*	Introduction to Psychology	4
PLA1104	Legal Research/Writing I	<u>4</u>
Total		15

On the 2nd term elective courses begin, based upon the student's elective choice.

GENERAL TRACK

<u>2nd Term</u>		<u>Credit Hrs.</u>
GEB1214	Business Communication	4
PLA2433	Business Organization	2
PLA2732	Comp Litigation Support	3
PLA 2841	Immigration Law	2
PLA2610	Property Law	4
PLA1600	Wills, Estates & Trusts	<u>4</u>
Total		19