

## ASSOCIATE OF APPLIED SCIENCE DEGREE (260)

## Paralegal Studies

**Purpose:** The Paralegal Studies curriculum is designed to provide an individual working under the direction and supervision of a lawyer with a sufficient level of knowledge, understanding, and proficiency to perform tasks in meeting the needs of clients. A paralegal will have a basic understanding of the general process of American law and will have the ability to perform specific tasks under the supervision of a lawyer in the fields of criminal and civil law.

**Occupational Objectives:** Employment in both public and private sectors for individuals and businesses in a law-related environment.

**Admission Requirements:** Applicants must meet the general requirements for admission requirements for admission to the college. Developmental courses are required for students with deficiencies in English or mathematics.

Students who do not place into college-level English on the placement test will be required to take developmental courses (i.e. ENG 1, ENG 3, ENG 4, ENG 7).

Students who do not place above Algebra I (MTH 3) and into Algebra II (MTH 4) or higher on the placement test will be required to take developmental courses.

**Program Requirements:** It is strongly recommended that students take ENG 111 in the first semester of coursework. Students should take all LGL courses as shown in the section titled "Suggested Course Sequence."

**SUGGESTED SCHEDULE**

FIRST YEAR/FALL	SPRING
ENG 111	AST 205
ITE 115	CST 105
LGL 110	LGL 125
LGL 115	LGL 126
LGL 117	MTH 141
LGL 200	PSY 120
SDV 100 or SDV 108	
SECOND YEAR/FALL	SPRING
ACC 211	Humanities/Fine Arts
HLT/PED	LGL 215
LGL 210	LGL 216
LGL 225	LGL 218
LGL 230	LGL 238
LGL 235	

**CURRICULUM AND OTHER REQUIREMENTS****CREDITS****GENERAL EDUCATION CORE COURSES**

CST 105	Oral Communications	3
ENG 111*	College Composition I	3
HLT/PED <sup>1</sup>	Health or Physical Education	1
ITE 115	Introduction Computer Applications and Concepts	3
MTH 141*	Business Mathematics	3
PSY 120	Human Relations	3
SDV 100	College Success Skills (or SDV 108)	1
E <sup>2</sup>	Humanities/Fine Arts Elective	3

**PARALEGAL AND RELATED COURSES**

ACC 211*	Principles of Accounting I	4
AST 205*	Business Communications	3
LGL 110	Intro to Law and the Legal Assistant	3
LGL 115	Real Estate Law for Legal Assistants	3
LGL 117	Family Law	3
LGL 125	Legal Research	3
LGL 126*	Legal Writing	3
LGL 200	Ethics for the Legal Assistant	1
LGL 210	Virginia and Federal Procedures	3
LGL 215	Torts	3
LGL 216*	Trial Preparation and Discovery Practice	3
LGL 218	Criminal Law	3
LGL 225	Estate Planning and Probate	3
LGL 230	Legal Transactions	3
LGL 235	Legal Aspects of Business Organizations	3
LGL 238	Bankruptcy	3
<b>Total Minimum Credits for Degree</b>		<b>67</b>

<sup>1</sup> One credit of Health (HLT) or Physical Education (PED) is required of all students. Consult approved Health courses in the Description of Courses for selection. Veterans with an honorable discharge will be awarded HLT/PED credit based on military service.

<sup>2</sup> Any three credit 100 or 200 level ART, ENG, FRE, HUM, MUS, PHI, REL or SPA elective may be used, except ENG 111, ENG 112 or ENG 210. CST 130, 131, 132 or 136 may also be used. Students intending to transfer should contact the four-year college and choose a humanities course from the "Approved List of Transfer Courses" that is recommended by their transfer institution.

\* This course has a prerequisite. Prerequisites for all courses are listed in the course description section at the back of the catalog