



ASSOCIATE OF APPLIED SCIENCE PARALEGAL STUDIES

*The catalog in force is assigned to students based on the academic year they first applied to the college,
and changes only when students change their major or request the change in writing.*

1617 Catalog

Effective Summer 2016

1320

Health and Public Services Division

Human Services and Justice Studies Department

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
PLS121	Introduction to Paralegal Studies [^]	3		
PLS122	Civil Litigation	3	PLS121	
PLS123	Legal Ethics [^]	3	IDS102 or Proficiency	
PLS221	Torts and Personal Injury Law	3	PLS121	
PLS222	Family Law	3	PLS121	
PLS223	Property & Probate Law	3	PLS121	
PLS224	Criminal Law and Procedures for the Paralegal	3	PLS121	
PLS227	Paralegal Studies Practicum and Seminar	3	PLS122	
AOT235	Legal Research and Writing	3		
AOT239	Legal Transcription	3	AOT129 and AOT130	
AOT237	Legal Office Applications	3	(AOT224 or PLS121) and AOT239	
Total		33		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar ^{^^}	1	<i>Take first semester</i>	
AOT121	Keyboarding/Formatting	3		
AOT129	Keyboarding Skill Building	1	AOT121	
AOT130	Editing, Proofreading, and Language Skills	3		
IRT131	Legal Terminology	3		
ENG124	College Composition [^]	3	ENG011 or Proficiency	
COM121	Effective Speaking	3		
PSC121	Political Science ² (recommended)	3		
SOC225	Cultural Diversity	3		
BIO126	Science, Energy, & the Environment (lab) ¹ (recommended)	4		
MTH108	Explorations in Modern Mathematics ^{^ 3} Ω (recommended)	3	(MTH091 and MTH092)+ or Proficiency	
Total		30		
TOTAL CREDIT HOURS		63		

[^]Based on SSC placement score.

^{^^}To promote student success, this course should be taken in the first semester.

⁺Minimum grade of "B" required.

¹ Or select from one of the following choices: BIO121, BIO127, BIO141, BIO142, CHM101, CHM121, PHY101, PHY105

² Or select from one of the following choices: CJS121, PSY121, SOC121, SOC123

³ Or select MTH124

Ω MTH124 Statistics should be taken by students planning to transfer to a four-year institution.

FULL-TIME STUDENT ADVISING NOTES

Academic Advising

Students should make appointments to meet with their advisors before registering for classes each semester. The student should determine his or her course preferences for the semester prior to this meeting.

Course Sequence

The semester-by-semester listing below provides the normal scheduling option for full-time associate degree students who plan to finish in two years.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>
AOT121	Keyboarding/Formatting	3	
IRT131	Legal Terminology	3	
PLS121	Introduction to Paralegal Studies^	3	
PLS123	Legal Ethics^	3	IDS102 or Proficiency
ENG124	College Composition^	<u>3</u>	ENG011 or Proficiency
		16	
<u>Second Semester</u>			
AOT129	Keyboarding/Skill Building	1	AOT121
AOT130	Editing, Proofreading, and Language Skills	3	
AOT235	Legal Research and Writing	3	
PLS122	Civil Litigation	3	PLS121
PLS221	Torts and Personal Injury Law	3	PLS121
BIO126	Science, Energy & the Environment ¹ (recommended)	<u>4</u>	
		17	
<u>Third Semester</u>			
AOT239	Legal Transcription	3	AOT129 and AOT130
PLS222	Family Law	3	PLS121
PLS223	Property & Probate Law	3	PLS121
PLS224	Criminal Law and Procedures for the Paralegal	3	PLS121
COM121	Effective Speaking	<u>3</u>	
		15	
<u>Fourth Semester</u>			
SOC225	Cultural Diversity	3	
AOT237	Legal Office Applications	3	(AOT224 or PLS121) and AOT239
PLS227	Paralegal Studies Practicum and Seminar	3	PLS122
PSC121	Political Science ² (recommended)	3	
MTH108	Explorations in Modern Mathematics ³ Ω(recommended)	<u>3</u>	(MTH091 and MTH092)+ or Proficiency
		15	
TOTAL CREDITS		63	

^Based on SSC placement score

^^To promote student success, this course should be taken in the first semester

+Minimum grade of "B" required.

¹ Or select from one of the following choices: BIO121, BIO127, BIO141, BIO142, CHM101, CHM121, PHY101, PHY105

² Or select from one of the following choices: CJS121, PSY121, SOC121, SOC123

³ Or select MTH124

Ω MTH124 Statistics should be taken by students planning to transfer to a four-year institution.