Dear Prospective Paralegal Student:

Thank you for your interest in Alvin Community College’s Paralegal Program. Paralegals work under the supervision of attorneys in a variety of legal specialties and environments. According to the American Bar Association, “A legal assistant or paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.”

According to the United States Department of Labor, Bureau of Labor Statistics (http://www.bls.gov/oco/ocos114.htm), “Employment of paralegals and legal assistants is projected to grow 18 percent … through 2020, about as fast as the average for all occupations.” Our program offers courses that prepare the student for entry-level employment in the Paralegal field. You may earn either an Associate of Applied Science Degree or a Certificate. For more details, see the attached materials.

You can begin the Paralegal program any semester, and we offer online classes as well as traditional face to face classes. The first step is to be admitted to the college. If you have never been a student at ACC before, contact the Admissions office at 281-756-3531 to begin the admission process or go to www.alvincollege.edu and click on “Steps to Getting Started” to apply online. If you are a former ACC student but it has been more than one year since you attended credit classes, you will need to reapply to the college. After you are admitted to the college, you may then register for Paralegal courses.

Please note that the Paralegal Certificate program is for students who have significant office, computer and communication workplace experience and/or an associate or four year degree from an accredited college or university. If a student does not have a two or four year degree, department approval is required to pursue the certificate program.

If you are interested in financial aid, please call the Financial Aid Department at 281-756-3524. If you have any further questions, please contact me at 281-756-3642. I look forward to having you in our program!

Sincerely,

Dr. Karen Barnett
Department Chair, Paralegal Program
Paralegal

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The Associate of Applied Science Degree for Paralegal is designed to prepare the successful student for a career as a Paralegal. In this program, the student gains knowledge of legal and court procedures in rendering a variety of legal services, including research, case management, drafting of documents, client interviews, and law firm operations. The need for persons to assist the legal profession has expanded greatly with population increases and the growing demand for legal services. The qualified Paralegal may find employment with law firms or industry, including banks, title companies, insurance firms, and governmental agencies.

Program Requirements: Attorneys generally set high standards of character and education for Paralegals. Paralegals must be responsible and mature individuals thoroughly conversant in legal terminology and procedures. The curriculum consists of Paralegal courses, plus a two semester co-op (internship). An internship provides the opportunity for students to make a practical application of their classroom education. Courses for the Paralegal Program do not need to be taken in the order shown in this catalog. Please use semester schedules as a guideline and/or contact the department chair for assistance.

Associate of Applied Science Degree Program

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<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
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<td><strong>FIRST YEAR</strong></td>
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<td>ENGL 1301</td>
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<td>LGLA 1301</td>
<td>Legal Research &amp; Writing (Fall Only)</td>
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<tr>
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<td>Introduction to Law</td>
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<td>POFT 1329</td>
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<td>LGLA 2305</td>
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<td>LGLA 2313</td>
<td>Criminal Law &amp; Procedure (Spring Only)</td>
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<td>Contracts</td>
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<td>LGLA 2323</td>
<td>Intellectual Property</td>
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Total Credits Required for A.A.S. Paralegal Degree ................................................................. 69-71

*Capstone Course.

If a student registers for a co-op course (internship), the student must have a co-op site arranged prior to the first day of the semester class.

2012-13
## Paralegal Certificate

The Paralegal Certificate program is a great option for individuals who have significant office, computer and communication skills and/or an associate or four year degree from an accredited college or university. If student does not have a two or four year degree, department approval is required to pursue the certificate program; please contact the department chair at 281-756-3642.

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Total Credits Required for Paralegal Certificate: ........................................... 42

*Capstone Course. - If a student registers for a co-op course (internship), the student must have a co-op site arranged prior to the first day of the semester class.

** LGLA elective to be chosen from LGLA 1343 or LGLA 1351
Office Administration

Susan Cooper, Department Chairperson
Crystal Price, Dianna Smith

It is the responsibility of all students taking Office Administration internet course(s) to contact their instructor(s) by the third class day through MyBlackboard.

Students are required to use the same text books and software version used by the Office Administration Department. This allows students to locate correct assignments and examples. Internet students have access to the computer labs in D211 when space is available.

ACNT 1303
Introduction to Accounting I
(3 credits)
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 lecture and 1 laboratory hours per week). [CIP 52.0302]

ACNT 1311
Introduction to Computerized Accounting
(3 credits)
Introduction to utilizing the computer and maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. (2 lecture and 3 laboratory hours per week). Prerequisite: ACNT 1303. [CIP 52.0302]

HITT 1305
Medical Terminology I
(3 credits)
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (2 lecture and 3 lab hours per week). [CIP 51.0707]

POFI 1301
Computer Applications I
(3 credits)
For Non-OFAD Majors
Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. (3 lecture and 1 lab hour per week) [CIP 52.0407]

POFI 1401
Computer Applications I
For OFAD & MGMT Majors
(4 credits)
Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. Prerequisite POFT 1329 or POFT 1429 (3 lecture and 3 lab hours per week) [CIP 52.0407]

POFI 1449
Spreadsheets
(4 credits)
Spreadsheet software for business applications. Prerequisite: POFI 1301 or POFI 1401 or departmental approval. (3 lecture and 3 lab hours per week) [CIP 52.0407]

POFI 2331
Desktop Publishing
(3 credits)
In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. (2 lecture and 3 lab hours per week) [CIP 52.0407]

POFI 2401
Word Processing
(4 credits)
Word processing software focusing on business applications. Prerequisite: POFT 1329 or POFT 1429. (3 lecture and 3 lab hours per week). [CIP 52.0407]

POFL 1305
Legal Terminology
(3 credits)
This course presents an overview of the areas of law and legal professions, including spelling, pronunciation, and definition of legal terms. (2 lecture and 3 lab hours per week) [CIP 51.0716]

POFT 1301
Business English
(3 credits)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. (2 lecture and 3 lab hours per week) [CIP 52.0407]

POFT 1309
Administrative Office Procedures I
(3 credits)
Study of current office procedures, duties, and responsibilities applicable to an office environment. (2 lecture and 3 lab hours per week) [CIP 52.0401]

POFT 1329
Beginning Keyboarding I
(3 credits)
For Non-OFAD Majors
Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (3 lecture and 1 lab hours per week) [CIP 52.0408]

POFT 1425
Beginning Keyboarding II
(3 credits)
For OFAD & MGMT Majors
(4 credits)
A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Prerequisite: POFT 1429. (3 lecture and 3 lab hours per week) [CIP 52.0408]

POFT 2401
Intermediate Keyboarding
(4 credits)
A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Prerequisite: POFT 1429. (3 lecture and 3 lab hours per week) [CIP 52.0408]

Paralegal

Karen Barnett, Department Chairperson

LGLA 1301
Legal Research & Writing
(3 credits)
This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CIP 22.0302]

LGLA 1311
Introduction to Law
(3 credits)
This course provides an overview of the law and the legal system. Topics include legal concepts, procedures, terminology and current issues in law. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP 22.0302]
LGLA 1342
Federal Civil Litigation
(3 credits)
This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Federal Civil Litigation covers litigation from the pre-trial stage to the post-trial phase. Federal law will be emphasized in this course. Prerequisites: READ 0309 and ENGL 0309. [CIP 22.0302]

LGLA 1343
Bankruptcy
(3 credits)
This course presents fundamental concepts of bankruptcy law and procedure with emphasis on the paralegal's role. Topics include individual and business liquidation and reorganization. (3 lecture hours per week) [CIP 22.0302]

LGLA 1344
Texas Civil Litigation
(3 credits)
This course presents fundamental concepts of contract law with emphasis on the paralegal's role. Texas Civil Litigation covers litigation from the pre-trial stage to the post-trial phase. State law will be emphasized in this course. Prerequisite: READ 0309 and ENGL 0309. [CIP 22.0302]

LGLA 1351
Contract Law
(3 credits)
This course presents fundamental concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code. The student will learn to define and properly use contract law terminology; locate, describe and analyze sources of law relating to contract law; understand the ethical obligations of the paralegal and draft documents commonly used in contract law. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP 22.0302]

LGLA 1353
Wills, Trusts, and Probate Administration
(3 credits)
This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP 22.0302]

LGLA 1355
Family Law
(3 credits)
This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP 22.0302]

LGLA 1380, LGLA 2381
Cooperative Education (Internship) - Paralegal
(3 credits)
The objective of the cooperative education course is to combine the student's classroom learning with work experience. Students must contact the department chair well in advance of taking this course, to arrange a co-op (internship) site. Students should be aware that a co-op (internship) is typically an unpaid experience. (1 lecture & 20 lab hours per week Fall & Spring semester; 25 lab hours per week, Summer semester) Prerequisites: READ 0310, ENGL 0310. [CIP 22.0302]

LGLA 2303
Torts and Personal Injury Law
(3 credits)
This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP 22.0302]

LGLA 2305
Interviewing and Investigating
(3 credits)
Study and development of paralegal skills of interviewing and investigating including communication skills, conducting client and witness interviews, preparation of witness statements, formulating a plan of investigation, techniques for locating persons, conducting investigations in public and private records, locating and working with experts, the rules of evidence as they relate to interviewing and investigating, proper handling of documents and other physical evidence, conducting formal discovery in civil and criminal proceedings and the ethical and professional responsibilities of the practitioner and legal assistant in interviewing and investigative work. (3 lecture hours per week) [CIP 22.0302]

LGLA 2311
Business Organizations
(3 credits)
This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities. The student will learn terminology related to business organizations, the formation and termination of businesses and how to draft documents related to business entities. (3 lecture hours per week) Prerequisites: READ 0309, ENGL 0309. [CIP 22.0302]

LGLA 2313
Criminal Law and Procedure
(3 credits)
This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions. (3 lecture hours per week.) Prerequisites: READ 0309 and ENGL 0309. [CIP 22.0302]

LGLA 2323
Intellectual Property
(3 credits)
This course presents the fundamentals of intellectual property law, including creation, procurement, preparation, and filing documents related to patents, copyrights, trademarks, and processes of intellectual property litigation with emphasis on the paralegal's role. (3 lecture hours per week) [CIP 22.0302]

Pharmacy Technician ———
Rhonda Boone, DC, CPhT Coordinator

PHRA 1205
Drug Classification
(2 credits)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (2 lecture hours per week). [CIP 51.0805]

PHRA 1291
Special Topics for Pharmacy Technicians
(2 credits)
This course provides an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources and safety techniques. (3 lecture hours per week). [CIP 51.0805]

PHRA 1301
Introduction to Pharmacy
(3 credits)
This course provides an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources and safety techniques. (3 lecture hours per week). [CIP 51.0805]

PHRA 1309
Pharmaceutical Mathematics I
(3 credits)
This course includes reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. It will cover conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, milliequivalents, units, intravenous flow rates, and solving dosage problems. (3 lecture hours per week). [CIP 51.0805]

PHRA 1313
Community Pharmacy Practice
(3 credits)
This course introduces the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. It also includes customer service, count and...