

Program Description

Would you like to pursue a career that is both interesting and challenging? If so, a career as a Paralegal may be for you. A Paralegal plays an important role in the legal office. Under the supervision of an attorney, paralegals perform a wide variety of tasks in the legal office.

ACC educates students regarding legal terminology, research and investigation, document drafting, litigation, and computer and organizational skills. We focus on providing students with the education and skills required by employers. Alvin Community College offers an excellent education while keeping the tuition costs far less expensive than online schools, for-profit schools, and universities.

Accreditation

Alvin Community College is accredited by a regional accreditation agency, The Southern Association of Colleges and Schools (SACS), which is the most recognized and accepted type of accreditation in the United States. Accreditation determines a school's eligibility for participation in federal (Title IV) and state financial aid programs. Proper accreditation is also important for the acceptance and transfer of college credit to other regionally accredited colleges or universities. Learn more about accreditation at www.sacscoc.org.

Career Opportunities

Paralegals are employed in all types of organizations including law firms, corporations, banks, insurance companies, federal, state, and local governments, legal aid organizations and more. Litigation, personal injury, corporate, criminal, and family law practices are just some of the areas where a Paralegal can find employment. According to the U.S. Labor statistics, paralegals are projected to rank among the fastest growing occupations through 2016. The need for persons to assist the legal profession has expanded greatly with population increases and the growing demand for legal services.

Options

Associate of Applied Science Degree

Paralegal 69 credit hours (2 years)
(Includes an internship program)

Certificate

Paralegal 42 credit hours (1 year)
(Includes an internship program)

If student does not have a two or four year degree, Department approval is required to pursue the Certificate program. Please contact Department Chair at 281.756.3642.

Earn a 4-Year Degree

Students wishing to continue their education should also consult with the receiving college or university about transfer courses. Additional core courses may be required by a four-year institution. If you would like to learn how your courses can be applied to a four-year degree, please contact the Paralegal Department Chair or Advising.

For more information call 281-756-3642 or email Paralegal@alvincollege.edu.

Alvin Community College does not discriminate against anyone on the basis of race, religion, color, sex, handicap, age, national origin, or veteran status. The College reserves the right to alter or discontinue courses and programs.



3110 Mustang Road
Alvin, Texas 77511
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Paralegal

Associate of Applied Science Degree

First Semester	credits
Composition I	3
Legal Research & Writing	3
Introduction to Law	3
Torts and Personal Injury	3
Learning Strategies	3
Second Semester	credits
Wills, Trust, and Probate Administration	3
Family Law	3
Keyboarding & Document Formatting	3
College Algebra or Natural Science or Contemporary Mathematics for Tech	3
Computer Applications I	3
Visual and Performing Arts/Humanities Elective	3
Third Semester	credits
Composition II	3
Federal Civil Litigation	3
Cooperative Ed - Paralegal	3
Interviewing and Investigating	3
Criminal Law & Procedure	3
Bankruptcy	3
Fourth Semester	credits
Texas Civil Litigation	3
Contracts	3
Business Organizations	3
Intellectual Property	3
Cooperative Ed - Paralegal	3
Interpersonal Communication	3
Paralegal (A.A.S.) Degree – credit hours	69

Paralegal

Certificate

First Semester	credits
Legal Research & Writing	3
Torts and Personal Injury	3
Federal Civil Litigation	3
Wills, Trust, and Probate Administration	3
Second Semester	credits
Texas Civil Litigation	3
Business Organizations	3
Cooperative Ed - Paralegal	3
Criminal Law & Procedure	3
Family Law	3
Third Semester	credits
LGLA Elective	3
Interviewing & Investigating	3
Cooperative Ed – Paralegal	3
Computer Applications I	3
Intellectual Property	3
Paralegal Certificate – credit hours	42