

# Paralegal Degree Program

281-756-3642

**Degree:** Associate of Applied Science - Tech Prep

**Length:** Four-Semester (Two-Year) Curriculum

**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 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 department chair for assistance.**

## Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>FIRST YEAR</b>				
<b>First Semester</b>				
ENGL 1301	Composition I	3	0	3
LGLA 1301	Legal Research & Writing (Fall Only)	3	0	3
LGLA 1311	Introduction to Law	3	0	3
LGLA 2303	Torts and Personal Injury (Fall Only)	3	0	3
PSYC 1300	Learning Strategies	3	0	3
		15	0	15
<b>Second Semester</b>				
LGLA 1353	Wills, Trust and Probate Administration (Fall Only)	3	0	3
LGLA 1355	Family Law (Spring Only)	3	0	3
POFT 1329	Keyboarding & Document Formatting	3	0	3
MATH 1314 or	College Algebra or	3	0	3
MATH 1333 or	Contemporary Mathematics for Tech or			
Natural Science	Natural Science			
POFI 1301	Computer Applications 1	3	1	3
ELECTIVE	Visual and Performing Arts or Humanities	3	0	3
		18	1	18
<b>SECOND YEAR</b>				
<b>First Semester</b>				
ENGL 1302	Composition II	3	0	3
LGLA 1342	Federal Civil Litigation (Fall Only)	3	0	3
*LGLA 1380	Cooperative Ed - Paralegal	1	20	3
LGLA 2305	Interviewing and Investigating	3	0	3
LGLA 2313	Criminal Law & Procedure (Spring Only)	3	0	3
LGLA 1343	Bankruptcy	3	0	3
		16	20	18
<b>Second Semester</b>				
LGLA 1344	Texas Civil Litigation (Spring Only)	3	0	3
LGLA 1351	Contracts	3	0	3
LGLA 2311	Business Organizations	3	0	3
LGLA 2323	Intellectual Property	3	0	3
*LGLA 2381	Cooperative Ed - Paralegal	1	20	3
SPCH 1318	Interpersonal Communication	3	0	3
		16	20	18

Total Credits Required for A.A.S. Paralegal . . . . .69

\*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.

## Paralegal Certificate Program

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.

### Departmental approval required.

If student does not have a two or four year degree, Departmental approval is required to pursue the Certificate program. Please contact Karen Barnett at 281-756-3642.

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<b>FIRST YEAR</b>				
<b>First Semester</b>				
LGLA 1301	Legal Research & Writing (Fall Only)	3	0	3
LGLA 2303	Torts and Personal Injury (Fall Only)	3	0	3
LGLA 1342	Federal Civil Litigation (Fall Only)	3	0	3
LGLA 1353	Wills, Trust, and Probate Administration (Fall Only)	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12
<b>Second Semester</b>				
LGLA 1344	Texas Civil Litigation (Spring Only)	3	0	3
LGLA 2311	Business Organizations	3	0	3
*LGLA 1380	Cooperative Ed - Paralegal	1	20	3
LGLA 2313	Criminal Law & Procedure (Spring Only)	3	0	3
LGLA 1355	Family Law (Spring Only)	<u>3</u>	<u>0</u>	<u>3</u>
		13	20	15
<b>Third Semester</b>				
**ELECTIVE	LGLA Elective	3	0	3
LGLA 2305	Interviewing & Investigating	3	0	3
*LGLA 2381	Cooperative Ed - Paralegal	1	20	3
POFI 1301	Computer Applications I	3	1	3
LGLA 2323	Intellectual Property	<u>3</u>	<u>0</u>	<u>3</u>
		13	21	15
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