



LAW, GOVERNMENT &  
PUBLIC SERVICE

# PARALEGAL

A.A.S. DEGREE/CERTIFICATE



**ACC**  
ALVIN COMMUNITY COLLEGE

## Start Your Career as a Paralegal at Alvin Community College

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.

A successful paralegal must be:

- Detail-oriented
- Computer savvy

### Career Opportunities

Paralegals are employed in all types of organizations:

- Law Firms
- Corporations
- Banks
- Insurance Companies
- Federal, State, and Local Governments
- Legal Aid Organizations

Litigation, personal injury, corporate, criminal, and family law practices are just some of the areas where a Paralegal can find employment.

- Highly organized
- An effective written and oral communicator
- Good at multi-tasking
- Professional
- A good team player

If you possess these skills and traits along with the desire to learn about the legal system, a career as a paralegal may be right for you.

### What Will I Study?

By enrolling in ACC's Paralegal Degree program you will learn legal terminology, how to conduct research and perform investigations, document drafting, litigation, and computer and organizational skills. We focus on providing you with the education and skills that employers are looking for. Alvin Community College offers an excellent education while keeping the tuition costs far less expensive than online schools, for-profit schools, and universities. Our courses are offered online as well as traditional face to face classes.

#### For More Information:

**Website:** [www.alvincollege.edu/paralegal](http://www.alvincollege.edu/paralegal)

**Phone:** 281.756.3642

**Email:** [paralegal@alvincollege.edu](mailto:paralegal@alvincollege.edu)

**Your College**  **Right Now**

Revised 08/22

## PARALEGAL

Associate of Applied Science Degree (includes an internship program) – 60 credit hours

FIRST YEAR - FIRST SEMESTER (FALL)	CREDITS
**BCIS 1305 - Business Computer Applications or **POFI 1301 - Computer Applications I	3
*ENGL 1301 - Composition I	3
**LGLA 1301 - Legal Research & Writing	3
**LGLA 1311 - Introduction to Law	3
LGLA 2303 - Torts & Personal Injury Law	3
SECOND SEMESTER (SPRING)	
LGLA 1345 - Civil Litigation	3
LGLA 1355 - Family Law	3
LGLA 2305 - Interviewing & Investigating	3
LGLA 2313 - Criminal Law & Procedure	3
THIRD SEMESTER (SUMMER)	
LGLA 1351 - Contracts Law	3
LGLA 1353 - Wills, Trust, & Probate Administration	3
LGLA 2331 - Advanced Legal Research & Writing	3
SECOND YEAR - FIRST SEMESTER (FALL)	
+Select from Creative Arts Core Curriculum or +Select from Language, Philosophy & Culture Core Curriculum	3
LGLA 1323 - Employment Law	3
*LGLA 1380 - Cooperative Ed I - Paralegal	3
+SPCH 1315 - Public Speaking or +SPCH 1318 - Interpersonal Communication	3
SECOND SEMESTER (SPRING)	
LGLA 2311 - Business Organizations	3
*LGLA 2381 - Cooperative Ed II - Paralegal	3
+Select from Life & Physical Sciences Core Curriculum	3
+Select from Social & Behavioral Sciences Core Curriculum	3

### PARALEGAL (A.A.S.) DEGREE 60

\*Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.  
†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.

\*\*Students planning to transfer to a four-year university need to take BCIS-1305.

\*\*LGLA 1301 and LGLA 1311 must be taken during first semester.

## PARALEGAL

Certificate (includes an internship program) – 45 credit hours

FIRST YEAR - FIRST SEMESTER (FALL)	CREDITS
**BCIS 1305 - Business Computer Applications or **POFI 1301 - Computer Applications I	3
**LGLA 1301 - Legal Research & Writing	3
**LGLA 1311 - Introduction to Law	3
LGLA 2303 - Torts & Personal Injury Law	3
SECOND SEMESTER (SPRING)	
LGLA 1345 - Civil Litigation	3
LGLA 1355 - Family Law	3
LGLA 2305 - Interviewing & Investigating	3
LGLA 2313 - Criminal Law & Procedure	3
THIRD SEMESTER (SUMMER)	
LGLA 1351 - Contracts Law	3
LGLA 1353 - Wills, Trust, & Probate Administration	3
LGLA 2331 - Advanced Legal Research & Writing	3
SECOND YEAR - FIRST SEMESTER (FALL)	
LGLA 1323 - Employment Law	3
*LGLA 1380 - Cooperative Ed I - Paralegal	3
SECOND YEAR - FIRST SEMESTER (FALL)	
LGLA 2311 - Business Organizations	3
*LGLA 2381 - Cooperative Ed II - Paralegal	3

### PARALEGAL CERTIFICATE 45

\*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.

\*\*Students planning to transfer to a four-year university need to take BCIS-1305.

\*\*LGLA 1301 and LGLA 1311 must be taken during first semester.

## \*PROGRAM COST

Approximate costs for the A.A.S. Degree program are \$4,200 for in-district students and \$6,969 for those out-of-district. This includes tuition and fees. Additional fees for books and supplies may vary.

Approximate costs for the Certificate program are \$3,200 for in-district students and \$5,271 for those out-of-district. This includes tuition and fees. Additional fees for books and supplies may vary.

\*Alvin Community College may change tuition rates and other fees without notice or when so directed by the Board of Regents.

## TRANSFER OPPORTUNITIES

The majority of courses from a Paralegal Associate degree can often transfer to a University that offers a BAAS degree. Our program presently articulates with the University of Houston-Victoria, the University of Houston-Central Campus and Sam Houston State University in Huntsville. For more information, contact the Paralegal department at 281-756-3642.

## 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](http://www.sacscoc.org). In addition to accreditation, the Paralegal program also has approval from the Texas Higher Education Coordinating Board.

*Alvin Community College is an equal opportunity institution. If you have a disability and need assistance or require special accommodations contact the Office of Disability Services at 281-756-3533 or [ods@alvincollege.edu](mailto:ods@alvincollege.edu).*