

**BUSINESS
PARALEGAL DEGREE PROGRAM (PAL)
(HEGIS 5099)**

This program is designed to provide students with knowledge and skills necessary to qualify for entry-level employment as paralegals. Students enrolled in the program complete a combination of legal specialty, business, liberal arts, and elective courses which will prepare them to work in law offices, banks, insurance companies, government agencies, corporations, and other types of organizations which deal with legal matters.

Such work is normally done under the supervision of an attorney. Legal specialty courses emphasize the role of the paralegal in dealing with clients, documents, and procedures.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Courses should be selected in consultation with an advisor.



<u>Course No.</u>	<u>Descriptive Title</u>	<u>Cr.Hrs.</u>
<u>FIRST SEMESTER</u>		
ENG 101	Composition I	3
GOV 151	Introduction To Law	3
PAL 100	Paralegal Introductory Seminar	1
PAL 110	Fundamentals of Paralegalism	3
PAL 120	Legal Research	3
BUS 103	Keyboarding for Information Processing	1
BUS 112	Introduction to Microsoft Word	<u>2</u>
	TOTAL	16
<u>SECOND SEMESTER</u>		
ENG 102	Composition II	3
ECO 105, GOV 121, HIS 104, HIS 108		3
CIS 111	Computer Systems and Applications	3
BUS 215	Business Law I	3
PAL 210	Family Law	3
WFE 101	Lifetime Wellness and Fitness	<u>3</u>
	TOTAL	18
<u>THIRD SEMESTER</u>		
BHS 103	Social Problems In Today's World	3
Math (a)		3-4
PAL 230	Law of Business Organizations	3
PAL 240	Civil Litigation	3
Paralegal Elective (b)		<u>3-4</u>
	TOTAL	15-17
<u>FOURTH SEMESTER</u>		
PAL 220	Wills, Trusts, and Estates	3
PAL 250	Real Property Law	3
Paralegal Elective (b)		3-4
Science (c)		4
Free Elective (d)		<u>3-4</u>
	TOTAL	16-18
	TOTAL CREDIT HOURS	65
<p>a. MAT 100 or above; BUS 101 Business Mathematics may be substituted.</p> <p>b. Paralegal Electives: ACC 104, BUS 210, BUS 243, CRJ 265, GOV 222, PAL 290, PHI 107, and SPE 101.</p> <p>c. Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, physics. Recommended: BIO 103 Human Biology.</p> <p>d. See page 98 for a full discussion of the free elective requirement. The subject area for Paralegal includes all courses labeled PAL.</p>		